MESSAGE FROM THE PRESIDENT

Dear Dickinson Employee:

Dickinson’s distinctive history and mission demand that we strive continually to offer a highly valuable and relevant education for today’s emerging citizen leaders, and to accomplish this important goal, many individuals must work together. There is a palpable sense of vitality and energy on this campus, a feeling of momentum that spans all areas of the college. This feeling of continuous forward movement inspires me, as I hope it does for you as well, as it represents what is possible when a community comes together with a common purpose: to sustain and nourish a great educational institution.

We have the opportunity to work together to ensure that a new generation of global citizens are prepared through rigorous academics, a rich residential life, and many activities and programs inside and outside of the classroom to engage actively in work and service in the wider community. Everyone at Dickinson plays a role to meet this noble goal. Students often say that a staff member has played a huge role in their lives and supported them at various points throughout their academic career. This can be a faculty member, a member of the financial aid office, a coach, or a housekeeper in their residence hall who a student looks to for this support and mentoring. I strongly believe it’s important for all of us to be aware that we’re part of this common enterprise, and we can play significant roles in our students’ lives no matter what our job is.

This employee handbook is designed to provide an overview of the policies and procedures that guide our close community as we seek to accomplish common goals. It sets forth the directives that reinforce the value of each and every employee. And it helps to establish the standards through which we may continue to foster a campus climate that values civility and respect for other opinions and that encourages individual innovation and initiative.

I thank you for your dedication and commitment to making our community so very special, and I hope that you will find being a member of the Dickinson team a rewarding experience.

Sincerely,

Nancy A. Roseman
President and Professor of Biology
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*Denotes benefits, services, and policies available to part-time employees.*
PREFACE

This handbook is intended to be a general review of employee policies and procedures for employees of the college. Certain employees may need to refer to additional documents or resources for more specific policy interpretation, such as the faculty handbook and Dickinson College Campus Policy Manual. In order for all employees to work productively and take pride in their accomplishments, it is important that they have a clear understanding of their rights, responsibilities and benefits as members of this community.

The handbook is designed to acquaint readers with the most common employee policies that will affect their work and with the benefits that are available to members of the Dickinson community. Although it is not intended to be a complete statement of all college policies and procedures, it contains brief summaries of Dickinson’s flexible compensation system and related benefits and other services and programs available to employees. If differing policies exist for different employee classifications, every attempt will be made to make this distinction in this handbook. Efforts have been made to summarize these programs and policies accurately. However, in instances of flexible benefits, health insurance and retirement plans, the summary plan descriptions, available from Human Resource Services, will contain more complete information, including important details about limitations on benefits and an employee’s legal rights. The official summary plan descriptions and actual provisions of each benefit will govern if there is any inconsistency between this summary and Dickinson’s formal plans.

The benefits and policies summarized in this booklet have been adopted voluntarily by Dickinson College and are not intended to give rise to contractual rights or obligations or to modify Dickinson’s commitment to employment-at-will, in which employees are free to terminate their employment at any time for any reason or no reason, and the college may do the same for any nondiscriminatory reason. The college expressly reserves the right to change or terminate the benefits, policies, procedures and other provisions summarized in the handbook between printings of this document and to make exceptions to the policies, benefits and procedures in individual situations.

This handbook will enable employees to have a more thorough understanding of the college, its benefits and guidelines. Of course, no handbook can provide for all circumstances. Accordingly, Human Resource Services encourages ideas and suggestions on how the information in this handbook might be revised or updated to address changes in the work place. We welcome everyone into our growing organization and challenge each employee to become an active and enthusiastic member of the college. We hope all employees find employment with Dickinson both exciting and rewarding. This handbook, along with other valuable information, can be found in the Human Resource Services office or on the GATEWAY (the employee portal). Please feel free to contact Human Resource Services with any question or concerns.

Equal Opportunity in Employment Statement

Dickinson College is an intellectual and social community that values justice, free inquiry, diversity and equal opportunity. It is a fundamental policy of the college to respect pluralism and
to promote tolerance, civility and mutual understanding within its community. The college does
not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran
status, gender identity or expression, sexual orientation or any other protected class.

This is in keeping with the Pennsylvania Human Relations Act; Title VII of the Civil Rights Acts
of 1964; Title IX of the federal Educational Amendments of 1972; Section 504 of the federal
provides equal employment opportunity for qualified persons and promotes the full realization of
such equal opportunity through positive, continuing programs in every department. This policy
of equal-employment opportunity applies to everyone, in every aspect of employment policies
and practices, and in all operations of the college where it has employment responsibilities.

Employees with disabilities shall be provided with reasonable accommodation, except where
such accommodation would cause the college undue hardship. We invite employees with
disabilities that require reasonable accommodation to inform Human Resource Services of their
need for such reasonable accommodation. The college will use its utmost discretion in keeping
such information confidential.

Dickinson College provides for the prompt, fair and impartial consideration of all complaints of
discrimination. The college’s Affirmative Action Plan pertains to any employee or applicant for
employment. Such affirmative action applies, but is not limited to, hiring, promotion, transfer,
recruitment advertising, layoff, rates of pay or other forms of compensation, training and
selection for training. It is the policy of the college that in the process of recruitment for and
appointment to the work force, every reasonable effort will be made to seek out women and
members of minority groups. Qualified candidates will be identified from among them and
encouraged to apply. All employment solicitations or advertisements placed by or on behalf of
Dickinson College will note “The College is committed to building a representative and diverse
faculty, administrative staff, and student body. We encourage applications from all qualified
persons”

From the moment individuals apply for a job at Dickinson College they are protected by the
college’s policy to provide equal-employment opportunity on the basis of ability and competence
to perform specific services. Each applicant is protected from discrimination based upon race,
color, national origin, sex, disability, religion, age, veteran status, gender identity or expression,
sexual orientation or any other protected class.

If applicants believe that they have experienced any such discrimination during the hiring
process, during normal work activities or through other aspects of the work environment, such as
consideration for promotion, transfer, rates of pay or through the college’s recruitment, training
or selection for training, they should report the concerns to the college’s affirmative-action
officers, director of Human Resource Services, Title IX coordinator, or the dean of students.

The equal-opportunity policy guarantees that all job assignments will be based upon the
college’s judgment of the applicant’s ability to perform the services required for a particular
position and the corresponding job relatedness. Human Resource Services can provide the
applicant with descriptions of the kinds of positions at the college, including the general range of
responsibilities for each position. The hiring manager, in consultation with Human Resource Services, will make the final decision in selecting the most appropriately qualified candidate for a position.

**Strategic Plan**

The strategic plan is intended to address mission-critical functions at the college. It was conceived by a specially convened Strategic Planning Committee and is organized around 12 main issues—six defining characteristics or elements of the Dickinson educational experience that are essential and distinctive, and six enabling conditions, or conditions that must be met if the college is to compete successfully for students and resources. Each of these issues is stated in terms of strategic objectives with attendant goals. Ultimately, these goals will be addressed by specific strategies. The plan, therefore, follows an organizational hierarchy that becomes more detailed and action-oriented with every step.

An electronic copy of the college’s strategic plan can be found at: [www.dickinson.edu/plan](http://www.dickinson.edu/plan).

**The Mission of Dickinson College**

Dickinson College was founded explicitly for high purposes: to prepare young people, by means of a useful education in the liberal arts and sciences, for engaged lives of citizenship and leadership in the service of society. This is the historic mission of the college and that to which we still subscribe as we face the future.

The American Revolution brought into being the world’s first modern democracy and launched an ambitious social and political experiment. Our founders, John Dickinson and Benjamin Rush, were leading figures of the revolution and the new republic. They recognized that the success of the American experiment would depend on the power of liberal education to remake colonial society and to produce a democratic culture. With this important goal in mind, they transformed the Carlisle Grammar School, which had been founded in 1773, into an institution of higher learning: Dickinson College. The college was chartered on Sept. 9, 1783, less than a week after the Treaty of Paris ended the Revolution and guaranteed recognition to the United States by Great Britain and the rest of the European powers.

Dickinson College, therefore, began life as the first college formed under the banner of the young republic and, more importantly, as a revolutionary project—dedicated to safeguarding liberty through the creation of an educated body of citizen-leaders. Although the urgency of the American revolutionary period has diminished, the core mission of Dickinson College remains the same—and as vital as ever.

Dickinson College prepares aspiring students for engaged and fulfilling lives of accomplishment, leadership and service to their professions, to their communities, to the nation and to the world.
Our founders intended the college to be a powerful agent of change—to advance the lot of humankind—and we expect no less today.

A Brief Review of the History of the College

The history of Dickinson College closely reflects the history of our nation. Founded in 1773 as a grammar school and chartered in 1783 as a college, Dickinson was born as a vision of Dr. Benjamin Rush, noted physician and signer of the Declaration of Independence. On what was then the frontier, the young institution was nourished and supported by a group of patriots bound together in a larger adventure—the American Revolution. They named the institution for their friend and colleague, John Dickinson, who served as governor of Pennsylvania and as president of the college’s board of trustees.

Dr. Rush called the new college the “key to the western world,” recognizing its importance in educating the youth of each generation to fulfill the demands of citizenship required in the new American nation. The college “over the Susquehanna” soon began building. Its main hall, destroyed by fire in 1803, was replaced by Old West. The new building was designed by Benjamin Latrobe, also the architect of the nation’s capitol in Washington, D.C., and was crowned by a weather vane replica of a classical sea deity. This deity was rendered by a local coppersmith in the form of a mermaid that has ever since been one of the distinctive symbols of this otherwise inland campus.

During the Civil War, the college experienced the divisions and turmoil of the conflict when its sons pursued loyalties to both the Blue and the Gray. Confederate troops bombarded the town of Carlisle and burned the Carlisle Barracks in 1863, but Old West and the campus were protected by a guard mounted by the officers in charge.

The college, like the nation, spent the postwar period in reconstruction and expansion. In 1884 the college became coeducational with the arrival of its first woman student, Zatae Longsdorff. The law department, inaugurated in 1833, became the Dickinson School of Law in 1890 and has been independent from the college since 1917. Through more than 225 years of growth, Dickinson has remained faithful to its founding mission of preparing highly educated leaders in the areas of service needed by our nation. Among its many notable alumni are President James Buchanan and Supreme Court Chief Justice Roger Brooke Taney.

Dickinson continues to provide a curriculum and an environment that prepares students to become good citizens, able to take on the tasks of a democracy and the challenges of a global community. Dickinson graduates more foreign-language majors than any other four-year college or baccalaureate institution in the United States. Dickinson’s international-education program is one of the most extensive in the country. Each year, more than half of the college’s graduating class has studied off campus and abroad. In the last decade, the college has introduced an interactive laboratory/workshop approach to science instruction and emphasized hands-on learning. Rigorous paraprofessional programs and a strong academic foundation contribute to outstanding preparation for postgraduate study and career placement. The college’s recognized excellence in languages and international study, and its’ balanced liberal-arts curriculum, contribute to a reputation as one of the leading undergraduate colleges in the United States.
I. GENERAL EMPLOYMENT*

This handbook does not constitute a contract. Since all employees, except tenured faculty, are hired for an unspecified duration, these classifications do not guarantee employment for any length of time. Employment is at the mutual consent of the employee and the college. Accordingly, either the college or the employee can terminate the employment relationship at will, at any time, with or without cause or advance notice.

Immigration and Naturalization Guidelines

The college is committed to full compliance with the Immigration and Naturalization Control Act of 1986. This act states that all employees must provide satisfactory evidence of their legal authority to work in the United States no later than three business days after their date of hire. Employee compliance with this requirement is mandatory.

Human Resource Services assists with work-visa and nonresident-alien situations for noncitizens.

Employee Status

Under legislation and rules issued by the U.S. Department of Homeland Security-Citizenship and Immigration Services (CIS), employers legally may hire workers only if they are citizens of the United States or aliens authorized to work in the United States. Individuals who are not citizens of the United States or who are not authorized to work in the United States will not be employed or paid by Dickinson College. This includes individuals working as independent contractors or receiving honoraria. For the purpose of salary administration and eligibility for overtime payments and employee benefits the college classifies its employees as follows:

Nonexempt or Exempt

Nonexempt employees are those who are required to be paid overtime at the rate of time-and-one-half their regular rate of pay for all hours worked beyond 40 in a workweek, in accordance with federal wage and hour laws.

Exempt employees are those who are not required to be paid for overtime, in accordance with applicable federal wage and hour laws, for hours worked beyond 40 in a workweek.

All employees are informed of their employment classification and exempt or nonexempt status when hired. If an employee changes position during employment as a result of a promotion, transfer or other circumstances, the employee will be informed of any change in exemption status.
For classification purposes at Dickinson, nonexempt employees are designated in the support-staff category, and exempt employees are either administrative or faculty. Dickinson differentiates between full-time and part-time employees within these groups for benefit purposes.

**Full-time, part-time and temporary/casual employee**

*Full-time employees* are those regularly scheduled to work the minimum equivalent of 35 or more hours a week AND 39 or more weeks a year (support staff) or whose positions are designated by the college as regular full-time employees (administrators and faculty). Such employees may be exempt or nonexempt as defined. They are eligible for all college-sponsored benefits identified in this handbook upon completion of any waiting periods and subject to specific benefit plan rules. Exempt employees are expected to work a minimum of 40 hours per week.

*Part-time employees* are those regularly scheduled to work either fewer than the equivalent of 35 hours per week or fewer than 39 weeks a year. Such employees may be nonexempt or exempt as defined. These employees are eligible for paid vacation and holidays on a prorated basis. Paid time off for holidays only applies to holidays that fall on days in which regular part-time employees are scheduled to work. Regular part-time employees may be eligible for FMLA (Family and Medical Leave Act) and/or the college’s Tax Deferred Annuity Retirement Plan if they meet the eligibility requirement (See Family & Medical Leave and Tax Deferred Annuities Plan). Part-time employees are not eligible for tuition benefits or paid sick leave.

*Temporary/casual employees* are those who hold jobs of limited duration, normally related to special projects, unusual workloads or emergencies. Temporary employees are not eligible for any college-sponsored benefits except for the college’s Tax Deferred Annuity Plan in certain circumstances. (See Tax Deferred Annuities Plan section.) Such employees may be exempt or nonexempt as defined. Employees on assignment from temporary agencies and independent contractors are not employees of the college.

**Equal Opportunity Policy**

It is the policy of Dickinson College to provide equal-employment opportunity to all interested persons on a nondiscriminatory basis. All decisions with respect to hiring, promotion, advancement, suspension and termination will be based upon this policy. The college does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, gender identity or expression, sexual orientation, other protected class. This policy of equal opportunity is based on, conforms to the terms of, and does not exceed the requirements of all applicable federal and Commonwealth of Pennsylvania statutes. It applies to all members of the Dickinson community, in every aspect of employment policies and practices, and in all physical locations where the college exercises employment responsibility.
Dickinson College will provide for the prompt and impartial consideration of complaints regarding this policy through its equal opportunity/affirmative action grievance procedures. The Equal Employment Opportunity Commission (EEOC) has responsibility to enforce all of these laws. EEOC also provides oversight and coordination of all federal equal-employment opportunity regulations, practices and policies. For additional information contact the EEOC at: (800) 669-4000 or (800) 669-6820 (TDD) or www.eeoc.gov.

**Hiring Procedures**

The fluctuations of the economy in the last few years and changes in demographics have made recruiting particularly difficult. Hiring, compensation and classification issues cannot be handled on an ad hoc basis.

It is important that a similar process be followed for all recruitment, but this process is not intended to be rigid or time consuming. In an effort to support departments more fully and to be more consistent in our recruitment process the college utilizes an on-line recruitment and talent management system, called QUEST. QUEST is Dickinson’s **Quality Employment Service Tool**. The staff in Human Resource Services will assist hiring departments in using the on-line system and finding the best qualified candidate to fill the position requirements. Detailed information on using QUEST may be found by accessing the employee tab on the Dickinson Gateway.

**Introductory Period**

An introductory period is for the benefit of both the new employee and the college. It is intended as an opportunity for the college to evaluate closely new employees and for new employees to closely evaluate their new working environment. It is used to smoothly transition employees into their new positions. There is an introductory period for all new hires, as well as for those employees who have transferred or have been promoted to a new position. Continued employment is contingent upon the successful completion of a three-month introductory period for support-staff employees and a six-month introductory period for administrators and the ability to successfully meet the requirements of the job thereafter. An evaluation of performance is provided by the employee’s supervisor at the conclusion of the introductory period. The introductory period may be extended by the department at its discretion. An employee may be terminated for unsatisfactory performance or failure to meet the college’s expectations at any time during the introductory period. At all times, both during and after the introductory period, employment remains at-will.

Employees who leave employment with the college and return will complete a new introductory period upon re-employment.
Office Hours

College offices are generally open Monday through Friday and minimally from 8:30 a.m. until 4:30 p.m. Offices also may be open during additional hours, either during the week or on the weekend, when deemed necessary by the supervisor of the office to carry out the duties of that office. It is expected that employees will work whatever additional hours are necessary to properly meet their responsibilities. Support-staff employees who work additional hours, with approval from their supervisor, will be paid for those additional hours. Administrators and faculty may work hours beyond normal office hours as needed for the fulfillment of their responsibilities but, as exempt employees, they are not eligible for overtime pay.

Working Hours

The normal workweek for most support-staff members consists of five, seven- or eight-hour days, including a one-hour unpaid lunch period at midday, Monday through Friday. Core working hours are either from 8 a.m. to 4 p.m. or from 8:30 a.m. to 4:30 p.m., depending upon the office or department in which an individual works. A different schedule of hours and staggered shifts is maintained in some departments. Immediate supervisors inform staff members of their specific work schedules. The college’s standard workweek begins at 12:01 a.m. on Sunday and ends at midnight the following Saturday. Some employees, particularly those who work in Public Safety, Dining Services and Facilities Management, may be assigned to specific shifts or workdays other than those detailed above in order to complete required tasks or to maintain the required 24-hour departmental operations. Supervisors may require employees to work overtime, or to work hours other than those normally scheduled, whenever necessary. (See Overtime section) As previously stated, administrators are expected to work a minimum of 40 hours per week.

Leaving the College

All support-staff and administrative employees who leave the college, for whatever reason, are encouraged to schedule an exit interview with a member of Human Resource Services. All keys, identification card(s), uniforms or other college property must be returned to the supervisor on or before the termination date.

Although any support-staff or administrative employee may resign at will at any time, with or without advance notice, at least two weeks’ written advance notice is requested whenever possible. For many positions, particularly managerial or administrative, a longer notice is standard professional practice. Vacation time that has been earned, but not used, will be paid. Floating holidays and sick leave are not paid.

Employment Expectations

It is important that all employees perform to the best of their abilities at all times. Should their performance, work habits, conduct or demeanor become unsatisfactory in the judgment of the
College, based on the policies, rules or regulations, they will be subject to disciplinary action up to and including dismissal. Examples of such forms of discipline could include verbal warnings, written warnings, suspension, demotion, reassignment and/or termination.

**Retirement**

Distributions from TIAA-CREF and Fidelity are based on federal law and college policy. Employees are strongly encouraged to review distribution options prior to deciding to retire. The college provides certain ancillary benefits for those retired from the college. To attain retired status, an employee must meet one of the following criteria:

- be age 60 with at least 10 years of service OR
- have 20 years of service and have reached the age of 55.

Continuation of medical insurance is available through the COBRA program. Refer to the COBRA section for further explanation.

A voluntary phased retirement option is available for full-time, support staff, administrative and faculty personnel who have completed 10 years of service and attained age 55 by January 1 or July 1 of the year they elect to participate. The phased retirement may consist of a one-year, two-year or three-year period. During the phased retirement period, workload and salary may be reduced to 80% of the normal workload. Participants in the phased retirement program are eligible for health insurance and life insurance paid entirely by the college during the phased retirement period. Other benefits are based on salary and percentage of employment. Please consult Human Resource Services for additional information regarding this option.

**Re-employment**

Occasionally people decide to leave the employment of the college for a period of time and then seek re-employment. Individuals may be considered for re-employment for positions at the college unless they had been dismissed from their previous positions at the college, in which case they must receive approval from Human Resource Services. Benefits such as vacation and sick leave start over when a person is rehired. Their rate of pay will be based on the current (rehire) position. Casual employment is not taken into consideration for purposes of seniority/recognition.
II. COMPENSATION*

Direct Deposit and Paydays

The college deposits employee pays directly into the employee’s personal bank account. Employees should provide the college’s Payroll Office with bank and account information for direct deposit. They also should complete a new form any time banking information changes. These forms are available on the Dickinson Gateway “Employee” tab, in Human Resource Services and the Payroll Office.

Support-staff employees paid on an hourly basis have their pay deposited in their bank account biweekly on alternate Fridays (26 pay periods/year). Administrators and faculty, who are paid a salary, have their pay deposited on a semimonthly schedule, on the 15th and the last business day of the month (24 pay periods/year). Nonexempt employees receive paychecks based on wages earned through the previous Saturday. All faculty and administrative positions are paid current as of the actual payday. Banking pre-notification is required prior to the direct deposit taking effect.

Payroll Deductions

The law requires that certain amounts be withheld from an employee’s pay including: federal income tax, Pennsylvania state income tax, Pennsylvania unemployment tax, Social Security, local income tax and local services tax. If an employee elects, they may authorize additional deductions or reductions from pay to be placed into TIAA/CREF or Fidelity retirement accounts, or to pay for medical, dental or vision insurance, accidental death and dismemberment insurance, United Way, contributions to the college and/or other miscellaneous items. (See Flexcomp) An employee must authorize these additional payroll deductions in writing to Human Resource Services or make the changes using Banner Self-Service via the Dickinson Gateway. Some reductions and changes in an employee’s personal life (such as birth or adoption of a child, marriage or divorce or death of a dependent) may affect any of the required or voluntary deductions or reductions mentioned here.

Payroll deductions for support-staff employees not on a 12-month cycle are deducted during the 17 pays concurrent with the academic calendar. Administrators not on a 12-month schedule receive their salary over 12 months; therefore, their deductions are taken during the entire 12 months.

Policy Prohibiting Improper Pay Deductions for Salaried Exempt Employees

It is the purpose of this policy to emphasize the college’s intention to comply fully with the Fair Labor Standards Act (FLSA) and all applicable state wage and hour provisions. Accordingly, salaried employees who are classified as exempt from overtime provisions will receive their full predetermined salaries for each workweek in which they perform any work. The college will not make any deductions from the predetermined salary due to variations in the quality or quantity of work performed, except in the following situations:
1. Employees will not be paid their salary for any workweek in which they perform no work.
2. Deductions from salary may be made when an exempt employee is absent from work for one or more full days for personal reasons, other than sickness or disability.
3. Deductions from salary may be made for absences of one or more full days occasioned by sickness or disability (including work-related accidents), if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for loss of salary occasioned by such sickness or disability. Deductions for such full-day absences also may be made before the employee has qualified under the plan, policy or practice and after the employee has exhausted the leave allowance thereunder.
4. FMLA leave is generally unpaid unless accrued paid leave or benefits are otherwise available to the employee.
5. Deductions from salary will be made for unpaid disciplinary suspensions of one or more full days imposed in good faith for infractions of workplace conduct rules, as explained in our written policies applicable to all employees (e.g., policies prohibiting discriminatory harassment or prohibiting workplace violence).
6. Deductions from salary will be made for unpaid suspensions imposed in good faith for infractions of safety rules of major significance, such as those relating to the prevention of serious danger in the workplace or to other employees.
7. In the initial or terminal week of employment, the college will pay a proportionate part of the employee’s full salary for the time actually worked.

The college prohibits and will not allow improper deductions from the pay of its salaried exempt employees. If a salaried exempt employee in good faith believes that his or her compensation has been improperly reduced, the employee should promptly report the matter to Human Resource Services in writing. The following procedures shall apply:

1. The employee shall report the alleged improper pay deduction in writing to Human Resource Services, and the writing shall include the following:
   a. employee’s name;
   b. amount believed to be improperly deducted;
   c. reason given for the deduction; and
   d. reason the employee believes that the deduction was improper.
2. The college shall conduct an investigation into the matter.
3. If it is determined that the deduction was in error, the employee will be fully reimbursed, and there will be no retaliation of any kind for having utilized this complaint procedure.

Overtime

An employee whose position is designated nonexempt under the Fair Labor Standards Act (FLSA) guidelines will be compensated at the rate of one-and-one-half times his or her normal hourly rate for any hours worked over 40 in a workweek (12:01 a.m. Sunday through 12 p.m. Saturday). Prior approval by an employee’s supervisor must be given for any hours worked in excess of the authorized normal workweek. The FLSA does not permit the accumulation of
compensatory (comp) time. Accordingly, private employers, such as the college, do not offer comp time.

If an employee holding a nonexempt position, on a work schedule of fewer than 40 hours a week, is required by the college to work additional hours, he or she will be compensated at the normal hourly rate of pay up to 40 hours of work during a given workweek. After working 40 hours in a given week, compensation will be one-and-one-half times the normal hourly rate. Paid vacation and holidays count toward the minimum 40 hours before time-and-a-half overtime pay, while paid sick leave does not. Administrators and faculty holding exempt positions are not eligible for overtime pay. Employee stipends are not permitted for hourly (non-exempt) paid employees. Hourly-paid employees working a second job at the college must be paid using the appropriate overtime calculation from the Department of Labor.

**Hourly Time Reporting**

All hourly (nonexempt) employees must submit hours worked in the manner designated by their department (Web Time Entry via Banner Self-Service, Time Clock Plus, time cards, and/or Change in Work Schedule form). Any hours that differ from regular pay must be recorded appropriately. This will allow Human Resource Services and Payroll to pay employees for all hours worked and to track all paid time off.

Please note that as a private employer, Dickinson is not permitted by law to offer employees comp time.

**Promotion or Transfer**

Individuals may seek more challenging work within the college through transfer or promotion. The history of the individual’s personal development and performance of duties will be key factors in attaining such promotions.

Vacant and new positions are posted in Human Resource Services; online at: [jobs.dickinson.edu](http://jobs.dickinson.edu) and in the weekly college newsletter.

In order to properly train employees, those who have been in their current positions less than one year must consult with Human Resource Services and their supervisor before applying for new positions. The one year waiting period is waived for eligible part-time employees who have satisfactory performance and attendance.

**Annual Salary Reviews**

Wage increases are not automatic. Once each year, the college reviews the salaries of all employees. This review, which normally occurs in the spring, takes into account their performance over the past year, the relative merit of their performance, the rate being paid to employees performing similar work in the relevant job market and the available funding as
approved by the Board of Trustees. After these factors are taken into account and if approved, new wages and salaries are normally effective July 1.

**January Raises**

Support staff employees who are hired, transferred or promoted between Jan. 1 and June 30 are not eligible for a July 1 increase, but may be eligible for a raise on the following Jan. 1. They must work at least six months in their current position to be eligible for a raise.

**Workers’ Compensation**

Workers’ Compensation is designed to provide wage-loss benefits and coverage for reasonable medical-care expenses to employees who are injured or become ill through the course of their employment. All injuries that occur while performing job duties, or injuries/illnesses that are a result of the workplace or tasks that are performed, must be reported to the supervisor or a member of management by the end of the workday on which the injury or illness was experienced. The Workers’ Compensation Law of Pennsylvania provides employees with 100 percent coverage of medical expenses, as well as partial compensation, for injuries arising out of and in the course of employment with the college. When applicable, all qualified time off for workers’ compensation will be charged to FMLA.

Employees in the departments of Public Safety, Dining Services and Facilities Management are to file an incident report within their department. All other employees must report their injury to Human Resource Services and to their supervisor. Student workers injured while performing work for wages for the college must report injuries to their supervisor and Human Resource Services as well. Employees should seek services from Dickinson’s approved panel of providers. The panel can be found in Facilities Management, Dining Services, Human Resource Services and on the Human Resource Services Web site.

Benefits are provided to employees who incur injuries or illness arising from, and in the course of, their employment with Dickinson. In the event of a compensable work-related injury or illness, employees are entitled to reimbursement for reasonable and necessary surgical and medical services and supplies, and orthopedic appliances and prosthesis, including training in their use. If lost work time or modified work duty is necessary, wage-loss benefits will be provided in accordance with Pennsylvania Workers’ Compensation laws.

Employees may use earned paid sick-leave benefits up to the time when Workers’ Compensation payments begin. If time away from work exceeds 14 calendar days then Workers’ Compensation payments will be issued to the college for the first 7 calendar days and the college will reinstate the portion of used sick-leave during that period.

Under the Workers’ Compensation Act, prescription reimbursement is limited to 110 percent of the average wholesale price of the medication. If employees must purchase prescription medication due to a work-related injury or illness, they should notify the pharmacist that the
prescription is for a work-related injury and check to be sure that the charge is within the reimbursable limit.
III. BENEFITS

Employee Retirement and Income Security Act (ERISA)

Dickinson College complies with the regulations set forth in the Employee Retirement and Income Security Act of 1974 as amended. This law protects the employee’s interests in pension and various benefits. The college offers the programs described in this section in accordance with this law.

Flexcomp

Dickinson College recognizes that the kinds of benefits needed by employees and their families depend on their own special circumstances and that these change over time. In addition, some benefits require employees to contribute some of their own salary in order to receive the benefits. For these reasons, each year Dickinson College uses a flexible approach to providing benefits in which employees elect for themselves the benefits they want and what costs they are willing to incur.

This approach is called Flexcomp, a cafeteria-type benefits plan that operates under Section 125 of the Internal Revenue Code (IRC). It provides employees with the opportunity to choose the benefits available under the plan that they want and to pay for the benefits on a pre-tax basis. Using Flexcomp, the cost of the benefit payments is deducted from an employee’s pay before certain taxes are withheld, saving the employee money.

The benefits offered through Flexcomp that may require direct-salary contribution by employees include- health, dental and vision coverage, accidental death and dismemberment insurance, and special accounts where employees put pretax money into an individual fund to help pay for dependent care and health care expenses not covered by an insurance plan. A summary description of each of these plans is provided below.

REMINDER: These are summaries of the actual plans. While every effort has been made to provide accurate summaries, in cases of discrepancy between the summary and the actual plan documents, the plan documents will govern. Summary Plan Documents (SPDs) are available in Human Resource Services, the Human Resource Services website and the GATEWAY.

Each year, usually in May, employees must complete Flexcomp elections that allow them to select the benefits administered through the Flexcomp plan for the next year. The effective date of any changes in benefits coverage will be July 1. While IRS regulations normally require that benefit elections made during this once-a-year opportunity are irrevocable until open enrollment the following year, there are a few exceptions (in case of birth, death, adoption, marriage, divorce or similar change in family circumstances) that permit election of appropriate changes in benefits. If a change in family circumstances occurs after making Flexcomp elections for the year, employees should contact Human Resource Services to see if elections may be changed.
Medical, Dental and Vision Eligibility

Under Dickinson College’s medical, dental and vision plans, full-time employees may opt for individual, two-party or family coverage for their spouse or eligible same-sex domestic partner and for dependent children up to age 26 or older if disabled. In the case of same-sex domestic partners, an affidavit of domestic partnership, available from Human Resource Services, must be completed before applying for health insurance. When an employee, spouse, same-sex domestic partner or eligible dependent is covered by another health insurance plan there are special considerations, called Coordination of Benefits, which insurance companies will consider before processing claims. If an employee, spouse, same-sex domestic partner or dependent child is covered under another plan, the employee is encouraged to contact the specific medical, dental and vision insurance provider to discuss how these rules may apply to the particular situation.

If an employee has dependent children who are covered by Dickinson’s plans, the employee must notify Human Resource Services when the child reaches age 26 and Human Resource Services will:

1. remove the dependent child from the employee’s coverage and
2. notify the COBRA administrator to provide the option for a dependent child to continue health coverage at the COBRA rate for up to 36 additional months.

Employees are eligible to enroll in the plans or change enrollment:

1. within the first 31 days of becoming a regular full-time employee,
2. through the open-enrollment process, which allows benefit eligible employees to enroll or elect changes on July 1 of each year, or
3. within 31 days of when certain family events occur—birth, death, adoption, marriage or divorce. (Contact Human Resource Services for further information about these exceptions and to complete the necessary documentation.)

Coverage begins the first of the month after the date of hire. If the date of hire falls on the first workday of the month, the employee’s coverage shall start on the first of that month. When certain family events occur, coverage begins the first of the month or ends the last day of the month after the date of the event except for birth, adoption and death then it’s the day of event.

Medical Insurance

Dickinson College offers a Preferred Provider Organization (PPO). The premium cost is shared by the employee and the college. The employee’s premium cost uses pretax dollars. The plan includes prescription drug coverage, does not exclude pre-existing conditions and has an unlimited lifetime benefit.
Dental Insurance

Dickinson College offers group dental insurance. The full premium cost of coverage is paid by the employee using pretax dollars. Benefit coverage differs depending on the schedule of benefits and whether the dentist utilized is participating (in-network) or non-participating (out-of-network).

Vision Insurance

Dickinson College offers group vision insurance. The full premium cost of coverage is paid by the employee using pretax dollars. The plan offers reduced-cost vision services for exams, glasses or contact lenses. While the highest level of coverage is provided when using the in-network providers, some coverage is provided when using non-network providers. Unlike the medical and dental plans, employees must sign up for a two-year period with the group vision plan.

Health Advocate

Health Advocate is separate from our health insurance plans. The registered nurses and doctors who staff Health Advocate understand the intricacies of the health care system and will help full-time employees and their family members navigate through it at no additional cost. They will guide individuals to the best, most efficient and effective solutions to health care issues. Their services are available to full-time employees, their spouse or same-sex domestic partner, children, parents and spouse’s parents. Some of their services are:

- find/schedule appointments with the best/appropriate doctors and hospitals
- locate/research current treatments for a medical condition
- locate/navigate elder-care services
- communicate/coordinate benefits between physicians and insurance companies
- secure second opinions to help provide peace of mind
- assist with correcting billing mistakes
- and assist in identifying alternative coverage options.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

COBRA makes it possible for eligible individuals and their dependents, who would otherwise lose coverage under the college’s medical, dental and vision plans, to extend temporarily their coverage(s) at group rates under certain conditions. Examples of when this temporary extension could be important to employees and their family members who are covered under our medical, dental or vision plans include if an employee resigns or retires from the college, gets divorced or has a child who reaches age 26. This means that, should an employee or any dependents who were covered by Dickinson health plans lose that coverage; the employee may be able to arrange a continuation of coverage for a limited time if his or her case satisfies federal guidelines.
Flexible Spending Account/Health Care

A healthcare flexible spending account allows an employee to set aside money on a pretax basis to pay for out-of-pocket health, dental or vision expenses that are not covered, or are only partially covered, under any health plan. These may include plan deductibles and co-payments, prescription medications, eye glasses and frames, orthodontia and uncovered expenses by spouses or other eligible family members.

Full-time employees may contribute a set amount determined by the Internal Revenue Service (IRS) each year. Employees should plan their contributions carefully based on predictable medical, dental and vision expenses, because the IRS requires that any money left unclaimed in an account at the end of the plan year and the grace period (July 1–September 15) must be forfeited. Some types of medical expenses, e.g., cosmetic surgery, toiletries and certain other expenses are not reimbursable under IRS rules concerning expense accounts.

For example, an employee may choose to have $100 per month ($1,200 per year) deducted from his or her salary on a pretax basis and placed into the health care expense account by the college. Throughout the plan year and the grace period (July 1–September 15), the employee may use the account to pay for up to $1,200 of charges for such medical expenses as dental checkups, dental work, annual medical exams, eye glasses or contact lenses, hearing exams, hearing aids, deductibles for coinsurance or other expenses authorized by the IRS. All expenses must be incurred during the plan year and the grace period (July 1–September 15). Additional information is available by going to the Human Resource Services' Web site.

Flexible Spending Account/Dependent Care

The dependent-care flexible spending account allows full-time employees to set aside money on a pretax basis to pay for the care of a dependent child or adult. The “family maximum” that can be set aside each year is determined by the IRS. As with the healthcare flexible spending account, any amounts set aside in a dependent-care flexible spending account left unclaimed in an account at the end of the plan year and the grace period (July 1–September 15) will be forfeited. Unlike the healthcare FSA, dependent-care FSA’s are not "pre-funded"; employees will only receive reimbursement for the amount deposited into the account as of the reimbursement date. IRS regulations do NOT allow reimbursement for services that have not yet been provided, so even if an employee pays in advance for expenses, only service periods that have already occurred may be claimed. All expenses must be incurred and paid during the plan year and the grace period (July 1–September 15).

Eligible expenses include:

- Day care and after-school care expenses for children under 13, including taxes paid to a caregiver.
- Nursery-school expenses and summer-camp expenses.
- Day care expenses for a spouse who is incapacitated or a dependent parent who lives with the employee.
Additional information is available by going to the college’s Human Resource Services’ Website.

**Life Insurance**

Dickinson provides all full-time employees with a group life-insurance and accidental death and dismemberment benefits, effective on the first of the month following the date of hire. Benefits are based on hire date, annual base salary and age, rounded to the next higher multiple of $1,000, if not already a multiple of $1,000. The maximum amount is $650,000 and the minimum amount is $50,000.

Active employees hired:
- prior to January 1, 2008 benefit calculation is based on 3 times annual earnings,
- hired on or after January 1, 2008 benefit calculation is based on 2 times annual earnings

**Long-Term Disability Insurance**

Effective on the first of the month following the date of hire, all full-time employees are covered under a group Long-Term Disability Insurance Plan, which is fully paid by Dickinson College. Should an employee become disabled and remain disabled for at least six months (to the satisfaction of our insurer) this plan will provide 60 percent of his or her monthly wage and benefits continuation for as long as the employee remains disabled or until he or she reaches 65, whichever comes first. The monthly disability payments will be reduced by the amount of benefits the employee is eligible to receive from primary Social Security benefits, Workers’ Compensation, veteran’s benefits or other disability coverage. Disability payments during the first six months will be paid in accordance with the college’s sick-leave plan and short-term disability plan (see Short-Term Disability and Sick Leave for more information.)

**Supplemental Accidental Death and Dismemberment**

Full-time employees of the college may purchase optional additional group accidental death and dismemberment insurance benefits at attractive group rates, which is available to full-time employees and any of their dependents.

**Retirement Plans***

The college offers both a defined contribution and tax-deferred annuity retirement plan.

*Defined Contribution Retirement Plan*

Eligible employees who have worked for the college for 12 consecutive months (one year) and who have worked for the college at least 1,000 hours over that same 12-month period may participate in the college’s retirement plan. The one-year waiting period is waived for employees
who are otherwise eligible and who can show evidence that, immediately prior to their employment at Dickinson, they were actively participating in a qualified retirement program and 100 percent vested.

Under this plan, Dickinson College contributes a percentage of the annual base wage of an eligible employee to a tax-deferred retirement account(s) selected by the employee from among the options offered in the Teachers Insurance and Annuity Association-College Retirement Equities Fund Retirement Annuity Program (TIAA-CREF) or Fidelity Investments. All money paid by the college into the employee’s retirement plan is immediately and fully vested in the employee.

**Tax-Deferred Annuity Plan**

All full-time and part-time employees are eligible from their date of hire to enroll in and contribute their own funds to individually owned special tax-deferred annuity accounts over and above amounts being contributed by the college into retirement accounts and Social Security. The options each offer a variety of investment possibilities from which employees may choose.

**Emeriti**

The Emeriti Program is a tax advantaged way to invest and accumulate assets during working years to help meet health care expenses during retirement. The College contributes on behalf of eligible employees age 35 and older with one year of service. Employees age 21 and older may also make voluntary contributions on an after-tax basis (no maximum applies).

**Tuition Benefit Program**

The tuition benefit program is limited to a maximum of eight semesters and one summer semester or the equivalent in part-time study and does not apply for course work taken after completion of the minimum requirements for a bachelor’s degree.

**Tuition Remission** at Dickinson is available to you after one year of employment and for your spouse and your dependent children according to the “Tuition Schedule of Benefits.”

**Tuition Exchange** is a scholarship program for children of faculty and staff employed at participating institutions. The Tuition Exchange, Inc., a non-profit association, serves higher education by making careers at colleges and universities more attractive. Our program allows dependent children of eligible employees (one year waiting period as a full-time employee) an opportunity to earn a scholarship at participating colleges and universities nationwide. It also allows dependents of staff at the other member institutions an opportunity to earn a scholarship here at Dickinson. Both incoming and outgoing scholarships are based on the member institution’s regular admissions processes and are competitive. Eligibility alone does not guarantee student acceptance into an institution or a scholarship award. Please note the application process for this benefit should begin by contacting Human Resource Services 12 months prior to enrolling to a participating college or university.
**Tuition Assistance** at another institution is available only to dependent children according to the “Tuition Schedule of Benefits.” This applies only if the dependent child is attending an institution of higher education in the United States accredited by one of the six regional Associations of Schools and Colleges. Tuition assistance will only be available for tuition costs at Tuition Exchange participating institutions if the employee completed an application for Tuition Exchange Scholarship in a timely manner and was denied Tuition Exchange. In that event, Tuition Assistance will then be available.

Tuition Schedule is available upon request or may be found on the Human Resource Services Web site.

**Classes for Training**

Full-time employees may take courses at the college tuition free whether or not they have earned, or are pursuing, a bachelor’s degree if further education would benefit their position with the college and if the senior officer of their division requests it. Generally, no more than one course at a time may be taken. Requests for this benefit, along with supporting documentation, and supervisory approval should be submitted to Human Resource Services. Employees who attend a course during normal work hours will be expected to make up all work time spent in classes. An employee may request to take a course without the supervisor’s approval during non-work hours.

**Other Educational Opportunities**

The College offers professional development workshops and seminars to all employees. These sessions, which are geared toward the Dickinson College environment, cover specific topics related to both personal and leadership development. Human Resource Services also works closely with the other divisions on campus to provide specific training and developmental services to address their established goals. In addition, the Library and Information Services (LIS) division offers technical training courses, tutorials, and certification programs that are also available to all employees. Participants should receive approval from their immediate supervisor, but are not expected to make up time spent in these sessions as they are considered to support the employee’s role with the College.

**Employee Assistance Program (EAP)**

Full-time and part-time employees and their eligible dependents may use the college’s Employee Assistance Program. Through professional psychologists, the EAP provides confidential advice and counseling on personal matters. The EAP professionals can assist an employee and any eligible dependents with problems, including those related to marriage, mental health, depression, parenting, alcoholism, drug abuse, retirement counseling or the death of a loved one. An employee and eligible dependents may each have up to three visits each fiscal year with an EAP counselor at the college’s expense. The employee may choose to continue services at their own expense; part of the cost of continuation may be covered through health insurance.
This service is completely confidential. The counselor is bound by professional ethics not to release any information about the employee to any party, including the college, without the employee’s knowledge and signed consent.

**Day Care***

The Dickinson College Children’s Center provides high-quality child care, preschool and full-day kindergarten for children from 6 weeks to 6 years old. The center also provides a 10-week summer school-age program. The center is dedicated to the belief that each child is a unique person who deserves to be in a safe and nurturing environment. The center is committed to encouraging the child’s individual growth, developing each child’s social skills and self-esteem, and encouraging collaboration and cooperation. Limited enrollment means that enrollment cannot be guaranteed for children of incoming faculty and staff. The center maintains a waiting list; therefore, an employee should contact the center immediately after receiving an appointment to the college or deciding child care will be necessary.

The Children’s Center is a part of the Keystone STARS program which holds its centers to the highest level of standards for early childhood in the state of Pennsylvania, is licensed by the Department of Public Welfare and licensed by the Pennsylvania Department of Education as a nonpublic school.

A fee schedule and more detailed information are available from the center at: 245-1088 or [www.dickinson.edu/about/offices/childrens-center/](http://www.dickinson.edu/about/offices/childrens-center/).

**Homebuyer Program***

The Homebuyer Program assists full-time and eligible part-time employees with the purchase of a home in a specific area or for first-time home buyers. The program provides a Forgiveness Loan of up to $2,000 for closing costs and down-payment assistance. It also provides a Deferred Payment Loan (no interest) of up to $5,000 for additional closing costs and down-payment assistance.

The employee must contribute at least 3 percent of the purchase price of a home toward down payment on the property. The loan will be forgiven in increments of 1/60 per month from the anniversary date of the home purchase over a five-year period. The entire sum is forgiven after five years of home ownership. The Deferred Loan must be paid off over a maximum of five years but may be repaid sooner. Both loans become due when any one of the following circumstances occur: 1) an individual is no longer a Dickinson employee; 2) an individual no longer occupies the property as a principal residence; or 3) the employee is no longer the owner of the property.

A first-time home buyer is (a) someone who has never owned a home; (b) someone who has owned a mobile home but not the land on which it was located; or (c) someone who has lost a home due to a divorce settlement and has not owned a home since that time. First-time home
buyers who fall within certain income limits may also qualify for programs offered by local lenders and the Cumberland County Redevelopment Authority.

Eligibility, an application, further information and plan specifics are available on the Human Resource Services Web site.

**IRA Deductions - TIAA-CREF**

The college offers TIAA-CREF IRA’s to all employees through payroll deduction. Both Classic and Roth IRA’s are offered through TIAA-CREF and its family of investment options. They can be used in addition to a 403(b) retirement plan with the college to enhance retirement investing.

Classic IRA’s offer tax-deferred investment earnings and penalty-free early withdrawals for the qualified purchase of a first home or to pay for qualified college expenses. In addition, some or all of the annual contributions may produce a current-year tax deduction. Income levels determine deductibility. Be sure to check with a tax adviser.

With a Roth IRA employees can contribute money, after taxes, and there is no maximum age for contributing and no mandatory withdrawal at age 70 ½. If a Roth IRA has been in place for at least five years, an employee is eligible for tax-free withdrawals of both contributions and earnings after age 59 ½ and penalty-free early withdrawals for the qualified purchase of a first home.

Contact TIAA-CREF to request an IRA kit, complete the application and return it to Human Resource Services along with Dickinson College payroll deduction authorization form.

**MetLife**

Through a special arrangement with MetLife, employees may take advantage of low group rates that are not available to the general public. Also available is a voluntary program (METPAY) that offers automobile, home owner and other types of property and casualty insurance, usually at a savings. Payments may be automatically deducted directly from an employee’s paycheck, with no additional fees or interest charges. Contact MetLife for a free, no-obligation premium quote.

**Long Term Care Insurance**

Employees and eligible family members may apply for long term care insurance at group rates. Long term care insurance can help employees protect their savings by providing benefits for the costs associated with nursing homes, alternate care facilities, and care received at home. It offers important coverage that is generally not available through your medical and long term disability (LTD) benefits or fully covered by government programs like Medicare or Medicaid. For more information, an enrollment kit, or to apply, please visit the Human Resource Services website.
Social Security*

Dickinson College employees participate in the federal program of Social Security. An employee’s participation is compulsory and rates, retirement benefits and other details of the program are set by the U.S. Congress. The Social Security Administration offices in Carlisle can answer questions about the program. Dickinson’s Financial Operations Office will make the legally required deduction from the employee’s paycheck and will contribute a matching sum from the college to the Social Security fund.
IV. LEAVES AND TIME OFF

Holidays*

The college provides nine paid holidays each year, seven that are fixed and two that are floating holidays. The specific days the college closes for holidays will be communicated campus-wide each year. Except for authorized absences for vacation/floating holiday, funeral leave or jury duty, employees must work the scheduled workday before and after a holiday in order to receive payment for the holiday. Sick time is not an authorized absence. Nonexempt employees who are asked to work on a holiday will be paid at one-and-one-half times their hourly rate for hours worked and also will be allowed to reschedule those hours off at an appropriate time in the future. Part-time employees are eligible for holiday pay if the college-designated holiday falls on their scheduled workday.

The seven fixed holidays are:

- New Year’s Day
- Memorial Day—last Monday in May
- Independence Day
- Thanksgiving Day—fourth Thursday in November
- Friday after Thanksgiving Day
- Christmas Day
- Day after Christmas Day

The college generally closes from Christmas Day through New Year’s Day, and that entire period is normally included as paid college holidays.

Employees may use floating holidays at their convenience with their supervisors’ approval. New employees are eligible for two floating holidays during their first fiscal year of employment if they begin working for the college before January 1 and one floating holiday if they begin working after January 1 but before March 1.

Vacation*

All regular full-time support-staff and administrative employees earn vacation on a monthly basis. This vacation must be used during the fiscal year in which it is earned (July 1 through June 30), with the approval of the department head. Vacation may be taken in quarter-hour increments.

All vacation is made available to employees in advance, at the beginning of the fiscal year (July 1). Regular full-time support-staff employees receive three weeks (15 days) vacation per year for each of their first 10 years of employment. Effective on the July 1 following the completion of 10 years of continuous service they begin receiving four weeks (20 days) vacation each year. Regular administrative employees earn 23 days of vacation per year.
A full-time employee, who works fewer than 12 months a year or is a part-time employee, will only earn vacation for the months they work. For example, if an employee works 10 months a year and is off two months, he or she does not earn vacation for those two months. Or if an employee works full time for 10 months and half time for two months, they will earn one-half-time vacation for the two months he or she works half time. Part-time employees also receive vacation that is prorated, based on the number of hours worked.

Full-time vacation allotment for new hires is based on month of hire (the month an employee begins employment; number of vacation days given in advance):

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Please keep in mind that an employee is given this vacation in advance, and they must earn it by working through June 30. Employees who leave the college after serving one year, who have given at least two weeks’ notice, will be paid for any unused vacation that they have earned. Vacation payout will be at the employee’s regular rate of pay.

Employees who leave the college prior to the completion of one year of service are not eligible for any paid vacation time.

To calculate vacation days earned: Take the number of vacation days received in a fiscal year; multiply it by the number of completed months worked in the current fiscal year; divide it by 12 months. This equals the number of vacation days earned.

To calculate vacation hours earned: Take the number of vacation days earned; multiply it by the number of hours in the workday. This equals the hours of vacation earned.

**Sick Leave**

Dickinson recognizes that inability to work because of illness or injury to the employee, or the need to care for the employee’s injured or ill spouse or domestic partner (as defined in the
Affidavit of Domestic Partnership) or dependent children (must meet eligibility criteria for health benefits) or parent living in the employee’s household may cause a hardship. In such a case, the college will continue the employee’s wages for up to 10 days each year. Sick leave does not accumulate or carry over from year to year. Sick leave renews each July 1, provided the employee is actively at work (not on leave on that date).

For nonexempt support-staff employees, sick leave may be taken in quarter-hour increments. An employee should telephone the supervisor as soon as he or she knows that he or she will be unable to work. Employees must keep the college informed about the projected date and time of return. A support-staff employee’s absence must be recorded appropriately based on the department’s time entry method. Administrative personnel should report all absences to their immediate supervisor, who is responsible for tracking the use of sick leave.

The college may ask an employee to supply a physician’s statement explaining an absence, including the dates, nature and length of illness/injury. The college also may require an employee to submit a Return To Work Authorization from a physician.

Medical Appointments

Full-time employees who must schedule medical, dental or eye appointments for themselves, their spouse or their dependent children during working hours, may charge up to two hours per visit against their sick leave. Any additional time must be taken from vacation. Unless the appointment is for an emergency, employees should notify their supervisor at least 48 hours in advance. Support-staff employees also will need to report this absence appropriately based on the department’s time entry method.

Emergency Leave

Any other unexpected or unplanned absence from work stemming from an emergency must also be reported by support-staff employees based on the department’s time entry method. Such emergency leaves will be granted for no more than one working day per fiscal year. All emergency leave is charged against an employee’s sick leave.

Short-Term Disability (STD)

In cases where an employee’s own illness or injury requires an absence of more than five consecutive days and a physician certifies the period of disability, they may be eligible for short-term disability assistance (STD). An employee must notify Human Resource Services if they will be out more than five consecutive days (sick pay, vacation or floating holiday will be applied during these five days, if applicable). Any applicable absence of more than five consecutive days also will be applied against Family Medical Leave Act (FMLA).
Please refer to the following schedules:

**Support Staff**
Length of service from date of full-time hire
- Less than one year—two weeks’ full pay
- One to three years—two weeks’ full pay and two weeks’ half pay
- Four to five years—four weeks’ full pay and four weeks’ half pay
- Six to 10 years—eight weeks’ full pay and eight weeks’ half pay
- Eleven or more years—12 weeks’ full pay and 12 weeks’ half pay

**Administrative Staff**
One month short-term disability is provided for every full year of full-time service, up to a maximum of six months.

During such a leave of absence for medical reasons, the employee will be under the same terms and conditions as would be applicable for a family and medical leave (reinstatement to their pre-leave position or an equivalent position with equivalent pay, benefits and terms and conditions of employment). The college reserves the right to require evidence from a physician concerning the extent and nature of the illness of any employee.

**Sick-leave Bank**

This applies to full-time support-staff employees only. The college maintains a Paid Sick-leave Bank as follows:

- Support-staff employees may donate up to five vacation days each fiscal year (in increments of one day or more) to the college Sick-leave Bank.
- For every day or larger increment, the college will match the employee’s donation with an identical amount of time.
- The maximum size of the college Sick-leave Bank will be 2,000 hours (1,000 donated by employees and 1,000 donated by the college).

To be eligible to participate in the Sick-leave Bank employees must:

- have worked full time for the college for at least one year;
- have donated at least a full day of vacation to the Sick-leave Bank in the past five fiscal years;
- be unable to perform his or her duties because of an extended, non-job-related illness or injury of more than 10 days’;
- have exhausted all accrued sick, short-term disability, floating holidays and vacation.

No one person may receive more than six months’ paid sick leave from the Sick-leave Bank in any 12-month period. Requests for use of the leave must be sent to the vice president of Human Resource Services through the employee’s supervisor and department head.
The vice president of Human Resource Services will take into account the reasons for the request, the recommendations of the employee’s supervisor and department head, past performance and attendance information of the employee, other requests and any other information pertaining to the request.

Contact Human Resource Services for information on donating vacation days to the college’s Sick-leave Bank.

**Funeral Leave**

This policy applies to full-time and part-time employees. If an employee’s spouse or child should die, the employee will be given five days’ leave with pay. Should a parent, sibling, grandparent, grandchild or parent-, brother-, sister-, grandparent- or grandchild-in-law die, an employee will be given three days with pay. At the death of an aunt, uncle, cousin, nephew or niece of the first generation, employees will be given one day with pay.

**Jury Duty**

If a full-time or part-time employee is called for jury duty or is subpoenaed as a witness, they should take the original notice of this duty from the court to their supervisor.

The college will provide employees with paid leave, up to 10 days in a 12-month period to serve on jury duty, or up to 24 days in a 12-month period to serve on a grand jury, provided they submit a copy of the summons to their supervisor. Employees will receive their regular pay, less any pay received from the courts, as long as they are in court during normal business hours and return to their position if they are excused from court during any part of the workday. Employees working shift schedules should contact their supervisor or Human Resource Services.

Employees who receive an early release from jury duty are expected to return to work or to charge their absences to vacation leave. Support-staff employees must report their absences due to jury duty as an absence based on the department’s time entry method. If an employee serves on a jury and receives regular pay from the college for the same time, they should bring the checks for jury-duty pay to Human Resource Services and sign them over to the college. Reimbursement checks from the court for travel/mileage expenses are the employees to keep. Employees who work shift or non-traditional schedules should consult with their supervisor and Human Resources Services regarding recording time and payment.

**Military Service**

Dickinson will provide military leaves for service in the armed forces of the United States in accordance with applicable requirements of state and federal laws.
Unreported Absences

If an employee does not show up for work or call in to request time off for three consecutive days or three intermittent days, it is assumed that he or she has abandoned their job, and voluntarily resigned.

Unpaid Leave

All paid time must be used before unpaid time is permitted.

Family and Medical Leave (FMLA)*

The stated purpose of the FMLA is to help employees balance work and family life by allowing reasonable leave for specified reasons. The law was expanded in January 2008 to include provisions regarding military service members. In light of changes, along with court decisions and input, new final rules were published, effective February 2013. Please review the Department of Labors’ current Employee Rights and Responsibilities under the Family and Medical Leave Act or please visit [www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf](http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf).

The revisions provide for improved communication between employer and employee. Employers must provide information to employees about their eligibility for FMLA leave and the designation of leave. Similarly, employees must provide sufficient information to employers, making it easier for employers to determine FMLA eligibility and application. In order to be eligible for the protection of the Act, a Dickinson employee must be employed by the College for at least 12 months and for at least 1,250 hours.

The Act provides that Dickinson employees shall be entitled to an unpaid, job protected, paid leave. An employee who is granted a family and medical leave of absence will be required to use all accrued vacation and, when applicable, paid sick leave and paid short-term disability benefits during the course of the leave. Any portion of the leave that occurs after all vacation, appropriate paid sick leave and paid short-term disability benefits have been exhausted shall be without pay.

Upon receipt of notice that an employee is requesting or is eligible for FMLA leave, a letter and form will be sent to the employee. This form is a medical certification required by law and should be completed by a medical provider and returned to Human Resource Services within 15 days of receipt. Completion of a medical certification is required when a request for leave is made due to a serious health condition of the employee or an eligible family member. An employee returning from a medical leave for his or her own serious health condition will be required to provide a medical certification verifying that he or she is able to return to work. If an employee fails to return to work immediately after the period of the approved leave expires, the employee will be considered to have voluntarily resigned from the college.

Some leaves under FMLA may be eligible for paid leave under Sick Leave, Short-Term Disability (STD) Worker’s Compensation or Parental/Adoption Leave provisions (See respective
sections for eligibility and specific provisions/limitations). All applicable leave time (paid and unpaid) will be applied to FMLA.

Employees’ have the option of taking the leave provided by the Act intermittently or on a “reduced leave Schedule”. This option allows the employee to work shorter work weeks or shorter work days for the College. However, it does not reduce the total amount of leave (12 weeks or 60 days) to which the employee is entitled.

When an employee is on leave pursuant to the Act, the College is required to maintain whatever health care coverage agreement the employee would have enjoyed if they had continued in employment. While the College is not required to pay for an employee’s leave under the Act, the College will require an employee to substitute accrued paid vacation leave during the leave period. The same requirement exists in the event of one’s own serious health condition, one will use accrued sick leave. The Act does state that it does not constitute a requirement on the part of the College to provide paid sick leave where it normally would not be provided.

A Dickinson employee who returns to work after a Family and Medical Leave Act leave is entitled to be “restored” to the position which he or she held prior to the leave or to “an equivalent position of like seniority status, employment benefits, pay and other terms and conditions of employment”. If an employee doesn’t return to work at the conclusion of leave for a reason other than a) the continuation of recurrence of his or her serious health condition/ or that of a spouse/parent/son/daughter or b) “circumstances beyond the control of the employee”, the College can recover the premiums paid to provide healthcare coverage for the employee during the leave.

Dickinson’s policies pertaining to Pregnancy and Personal/Family Care Leave as described in the College’s Employment manuals for Faculty, Administration and Support Staff are compatible with and exceed the requirements of the Family and Medical Leave Act. For further information regarding the details of the Family and Medical Leave Act or if you have any questions regarding the College’s various leave programs, please contact Human Resource Services at ext. 1503.

Some leaves under FMLA may be eligible for paid leave under Sick Leave, Short-Term Disability (STD) Worker’s Compensation or Parental/Adoption Leave provisions (See respective sections for eligibility and specific provisions/limitations). All applicable leave time (paid and unpaid) will be applied to FMLA.

**Parental Leave**  
*as of July 1 2006*

Birth mothers who have been employed at Dickinson College in a full-time position for 12 months preceding the birth of the child are eligible for 6 weeks of full paid medical leave, including benefits that begin when an eligible employee’s physician determines that a pregnant woman should discontinue work or at the time of delivery, whichever comes first.
The primary caregiver, who is employed at Dickinson College in a full-time position for 12 months preceding the birth of a child, is eligible for six weeks of parental leave at 100% pay. If the primary caregiver is also the birth mother, this parental leave is in addition to the six weeks of paid medical leave.

A spouse or same-sex domestic partner of a primary caregiver, who has been employed at Dickinson College in a full-time position for 12 months preceding the birth of a child, is eligible for 3 weeks of parental leave at 100% pay and up to 3 weeks parental leave at 50% pay.

In cases of adoption of a child six years of age or under, the primary caregiver, if employed at Dickinson College in a full-time position for 12 months preceding the adoption of the child, will be eligible for 6 weeks of parental leave at 100%.

A spouse or same-sex domestic partner of a primary caregiver who has been employed by Dickinson College for 12 months preceding the adoption of a child is eligible for 3 weeks of parental leave at 100% pay and up to 3 weeks parental leave at 50% pay.

Under this policy, if both parents are Dickinson employees both of whom have been employed at Dickinson College for 12 months each, they will share between themselves, in consultation with their supervisors, a maximum of 12 weeks of 100% paid leave, taken either concurrently or consecutively.

The FMLA permits employees to take up to 12 weeks of unpaid leave. Paid leave of less than 12 weeks, as provided by the College under this revised policy, will be supplemented by unpaid leave in accordance with the FMLA.

<table>
<thead>
<tr>
<th>Birth:</th>
<th>Medical Leave at 100% pay</th>
<th>Parental Leave at 100% pay</th>
<th>Parental Leave at 50% pay</th>
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</thead>
<tbody>
<tr>
<td>Mother</td>
<td>6 weeks(^i)</td>
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<tr>
<td>Primary caregiver(^ii)</td>
<td>---</td>
<td>6 weeks</td>
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<tr>
<td>Spouse or same-sex domestic partner of primary caregiver</td>
<td>---</td>
<td>3 weeks</td>
<td>up to 3 weeks</td>
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<tr>
<th>Adoption:</th>
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<tbody>
<tr>
<td>Primary caregiver</td>
<td>---</td>
<td>6 weeks</td>
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<tr>
<td>Spouse or same-sex domestic partner of primary caregiver</td>
<td>---</td>
<td>3 weeks</td>
<td>up to 3 weeks</td>
</tr>
</tbody>
</table>

\(^i\) 6 weeks of medical leave for childbirth is an accepted basic measure of the health care component related to a woman’s recovery period. This period may be extended depending on the health care needs of the mother.

\(^ii\) For purposes of this policy, the primary caregiver of a child is defined as the sole caretaker of his or her newborn child at least 20 hours per week, Monday through Friday, between the hours of 8:30 a.m. and 4:30 p.m. The partner who intends to be the primary caregiver according to this definition must submit a letter to his or her supervisor attesting to this intention.
V. COLLEGE SERVICES*

Identification Cards

All full-time and part-time employees are eligible to receive an ID card. Employees may obtain a college identification card in the Dining Services ID Office, located on the upper level of the Holland Union Building in the east corridor. This embossed photo identification will ensure that employees have access to the library, cultural and sporting events, Kline Center, and declining-balance accounts for Dining Services.

Eligible family members will need to obtain an authorization card from Human Resource Services prior to visiting the ID office. Without authorization, Dining Services will not issue an identification card

The college I.D. card will be issued to alumni and employee’s immediate family members (includes children 12 to 19 years old, and children up to the age of 25 who are attending college full time and considered a dependent). Lost or stolen cards should be reported immediately to the Access Control ID Supervisor during regular business hours or to Public Safety after business hours. Replacement I.D. cards are available from the College I.D. and Declining Balance Office for an additional fee.

Kline Center

Immediate family members (spouse, same-sex domestic partner, fiancé and dependent children) of an eligible group member also may use the facilities. Kline Center privileges include the track, Fitness Center, squash and racquetball courts and the swimming pool. In addition, employees and immediate-family members may attend many athletic events at no charge. Alumni and retirees also are eligible for the above-mentioned benefits.

Dependent children must be 12 or older to access the Kline Center unaccompanied by an adult. Children under 12 are permitted with adult supervision. Children under 16 are not permitted in the Fitness Center. Children 16 and older may use the Fitness Center unaccompanied by an adult. Dependent children over 21 are not eligible for the Kline Center/Fitness Center benefit unless they are attending college full time and are under 25.

Access to Fitness Center Only:

In order to gain access to the Fitness Center all eligible members must complete an orientation program and sign the appropriate waiver. Access will not be granted until the training is complete. Call the Fitness Center at ext. 1056 to inquire about orientation sessions. Each eligible employee is entitled to bring a guest for three visits each semester. Guests must sign in at the front desk of the Kline Center.
If an employee does not present an identification card to the attendant in the Kline Center, entrance will not be permitted. There are no exceptions to this policy. Employees must bring their cards every time they use the facilities.

**Library**

Employees are eligible to use the library and will have access to all services the library provides including archives, circulation, interlibrary loan and reference services. To check out books and other circulating items, the employee will present a valid Dickinson College photo identification card at the circulation desk. If employees wish to extend borrowing privileges to members of their immediate family, they should contact the main circulation desk of the library or email circ@dickinson.edu. Upon leaving the employ of the college, all books checked out by employees or family members must be returned to avoid being billed for replacement costs.

**Dining Services**

Employees may purchase food in the Union Station (the college snack bar), the Dining Hall, the Underground (the college coffee bar), Quarry, Biblio Cafe, or the Devil’s Den (convenience store). The Dining Services Office is located on the upper level of the Holland Union Building in the east corridor. Dining Services operates the Union Station (snack bar), the Underground (organic food and coffee bar), the Quarry (coffee bar at College and Louther Streets), Biblio Cafe (coffee bar in Library) and the Dining Hall. Employees may use their College identification card (ID card) to establish a declining balance account at the ID Office of Dining Services. A ten percent discount will be deducted for food purchased when using your declining-balance account at any dining location.

Employees may also arrange to have Dining Services prepare special dishes or cater events personally. Call Dining Services at extension 1318 for more information about this service.

**Devil’s Den Convenience Store**

Employees may choose from a large variety of beverages, (both hot and cold), snacks, candy, magazines, health and beauty items, and daily newspapers. Tickets are available at a special price to the local movies theatres. Select a greeting card and gift wrap for your special occasion.

**College Bookstore**

Employees are encouraged to shop the Bookstore for general reading books, clothing and gift merchandise. Call the Bookstore at extension 1330 or for more information visit our web site at: www.dickinson.edu/store.
Campus Community Events

Throughout the year, Dickinson College hosts several lectures, concerts, plays, art exhibits and other events to which employees and their family members are welcome. While most events are free of charge, there are some exceptions in which audience members are asked to pay a modest admission fee. To schedule an event on campus, please contact the Conference and Special Events (CASE) department.

Safety

Should employees feel uneasy about walking on campus during the evening hours—for example, walking from a building to their cars at the conclusion of the workday—they may call Public Safety at extension 1349, which will provide employees with someone to accompany them. Crime statistics may be found on the Department of Public Safety website or a brochure can be obtained through Public Safety.

Mail Services

Employees may use the services of the faculty, administration, and staff (FAS) mail center, which provides the college community with most services of the U.S. Postal Service, United Parcel Service and Overnight Mail. The center is located in the basement of the Holland Union Building and is open from 9 a.m. to 4:30 p.m., Monday through Friday.

Parking

There is no charge for parking in Dickinson College parking lots. However, all employees must have a parking decal to park in the lots. To obtain a free parking decal, employees should bring their driver’s license, a valid vehicle registration, and proof of insurance to the Public Safety Office. The decal will permit employees to park in spaces designated for faculty/staff parking. Additional information may be found on the Department of Public Safety website.

Publications

The Office of Marketing and Communications, in conjunction with other departments, produces and distributes various publications of interest to employees, including the quarterly Dickinson Magazine, the biweekly online Extra Features and the daily online Compass. Please read these publications and consult the upcoming events section of the college home page, as they provide valuable information on issues around campus.
**Print Center**

The Print Center offers professional services for both the college and employees including graphic design; color and black/white digital printing; large format printing of posters and banners; finishing services including cutting, folding, stapling, binding and booklet making, padding, laminating and dry-mounting. Bulk mailing services are also available. These services are offered at competitive prices and offer the convenience of the on-campus location.

**College Farm**

The Dickinson College Farm (553 Park Drive, Boiling Springs, PA) is a 50-acre living laboratory that is located just 6 miles from campus. The farm has over 15 acres of vegetable production ground and 18 acres of animal pasture, and Dickinson College students assist with all aspects of the farm’s food production as employees or volunteers. The farm’s livestock (sheep, grass-fed beef cattle, pigs, laying hens and broiler chickens) are managed on pasture through a rotational grazing program that provides the animals with year-round forage, sunlight and fresh air. The farm raises USDA Certified Organic and Food Alliance Certified produce to supply the college dining hall, seasonal farmers’ market customers and over 130 Dickinson faculty, staff, administrators and students who receive weekly produce deliveries through a 24-week produce subscription program. Additionally, the farm supports the academic interests of students and faculty, promotes renewable energy through solar applications and builds a greater awareness among students about how food is generated using techniques that help sustain natural ecosystems. Through farm-based educational programs and the hosting of school groups and events, Dickinson College Farm serves as a venue for the Dickinson community and its neighbors to experience a holistic approach to land stewardship. If you would like to volunteer at the farm (Monday-Friday, 8am-4pm), take a tour, participate in a workshop or cooking class, or learn more about the 24-week produce subscription program, visit http://blogs.dickinson.edu/farm. See you at the farm!
VI. GENERAL INFORMATION*

Complaints and Grievances

Dickinson College provides a work environment that allows for the full performance of duties and responsibilities. The college encourages employees to seek answers to work-related questions and concerns. Certain matters, specifically limitations included in the college benefits, job classifications, compensation and non-work-related issues or concerns are not subject to procedures beyond general inquiry. Harassment on the basis of any protected characteristic also is strictly prohibited. Harassment is verbal or physical conduct that shows hostility or aversion that creates an intimidating, hostile or offensive work environment for an individual because of race, color, national origin, sex, disability, religion, age, veteran status, gender identity or expression, sexual orientation, or any other protected class.

The college also recognizes that there may be occasions in which work-related problems arise that cannot be resolved in the normal day-to-day interaction with peers and immediate supervisors. As a first step, an employee is encouraged to direct a particular work-related problem or query to another appropriate department administrator, for example a second-level supervisor or the senior officer for his or her division. Alternatively, an employee may contact Human Resource Services, which will attempt to answer questions and advise the employee on how to resolve problems in the most appropriate and timely manner. Employees also may discuss these problems or concerns with a member of the college’s Employee Assistance Program (EAP) if they wish to discuss the issues confidentially with someone outside the college. The college encourages early discussion of problems and concerns in an effort to resolve them before they become more serious. To the extent possible, such communication with employees is confidential; however, there are certain issues, for example those involving claims of sexual harassment, in which the law specifically requires investigations that cannot guarantee confidentiality.

If an employee has a concern that they feel will not be adequately addressed through the informal complaint procedure, the employee may file a formal complaint. The complaint must be in writing and submitted to the employee’s supervisor and Human Resource Services. If the employee wishes to appeal the initial determination, he or she may appeal in writing to the appropriate dean, vice president, department chairperson or director. The employee then may appeal the decision to the vice president of Human Resource Services. The decision of the vice president of Human Resource Services is deemed the final decision of the college. No further appeals may be taken.

Conflict Mediation

Dickinson College encourages a working atmosphere which involves healthy and productive dialogue. However, conflict between individuals may occur which requires support to be successfully resolved in a respectful and positive manner. The Conflict Resolution Center offers conflict-coaching sessions and mediation services to all members of the Dickinson College community. If you are ever faced with a conflict situation, it may be useful to have a neutral and
confidential resource or someone to discuss approaches to conflict resolution, options, or clarify the underlying issue that is most important to you.

The conflict-coaching service allows an individual to seek confidential advice on how best to alleviate workplace conflict. Mediation, on other hand, is a confidential conversation between two parties in conflict, structured and assisted by a neutral third party, the mediator. The structure of a mediation session allows both parties to move beyond their initial positions to discover their own and the other's underlying interests. The parties can then generate options to address their needs. When mediation is successful, the parties review and select the best options, and conclude with a written agreement.

For more information about conflict resolution services, please contact the Conflict Resolution Resource Center or Human Resource Services.

Conflicts of Interest and Outside Employment Policy

Employees of Dickinson College are permitted to engage in outside employment; however, certain restrictions apply. Employment outside the college must not conflict or appear to conflict with the college’s interest or adversely affect one’s ability to fulfill job responsibilities. Employees must advise their supervisors in the event that they feel there may be any conflict of interest whatsoever between their outside-employment endeavors and their positions at the college. At no time are employees permitted to conduct outside-employment business during paid working time or to use college materials or facilities to conduct outside business.

Outside employment is not an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. Employees are cautioned, therefore, to consider carefully the demands that outside employment would create before accepting such employment. If outside employment reduces an employee’s effectiveness, such outside employment must be discontinued.

Consulting Policy (Administrators Only)

With supervisory permission, administrators are entitled to provide consulting services to outside entities for up to three days per fiscal year. Once permission is received, the administrator may engage in consulting without drawing upon vacation time. Further, the administrator does not need to submit remuneration received to the college. If an administrator exceeds the three-day maximum, they must use vacation time for each hour above and beyond the maximum. At the discretion of the college, an administrator may be required to submit remuneration received to the college if the maximum is exceeded.

Copyright Laws

There are “fair use” laws that relate to copying materials. Normally a single copy of copyrighted material may be made for educational purposes. However, some materials and multiple copies of
such materials may be protected. If in doubt, employees should contact the library which will help them determine any restrictions for the materials they are asked to copy or wish to copy.

Workplace Safety

The college follows the guidelines set forth by the Federal Occupation Safety and Health Act (OSHA) to ensure, to the greatest extent possible, that all workplace-related health and safety needs of its employees are met. If an employee becomes ill or is injured while working, emergency medical services will be provided to them. Employees may participate in assuring a safe and healthful environment for all by informing the Workplace Safety Committee (at ext. 1349) about any conditions or practices on campus that they believe are unsafe or unhealthy. In the event of medical emergency on campus call ext. 1111 for medical emergency assistance.

Employees working for the Children’s Center are required to undergo a physical examination every other year at the college’s expense. Any employee or any person who has been hired pending completion of a health examination may be required to undergo a health examination at the expense of the college. If an employee has symptoms or signs of communicable diseases or infected skin lesions, they should not work. Such employees should inform their supervisor and see a physician. An employee found to be suffering from a communicable disease may not return to work until they can obtain a statement from the physician certifying that they are free from the disease and may work without restrictions.

The college has a plan to meet OSHA regulations. The plan includes the identification of those employees who, by virtue of their jobs, may become exposed to blood or body fluids that might contain potentially infectious material (such as HIV or hepatitis B). These people will receive special training as outlined by the regulations, be offered the hepatitis-B vaccine series and be supplied with personal protective equipment to be used when necessary. If employees are present during a situation where there is a blood or body fluid spilled on them:

1. they should not touch the material; and
2. they should call Public Safety at extension 1349 or 1111.

Blood-borne Pathogens Exposure-control Plan

The college’s Workplace Safety Committee, a number of employees are trained in the event of a blood or body-fluid spill. The Occupational Safety and Health Administration (OSHA) has set forth guidelines that employers must follow for the purpose of protecting the health of its employees against the human immunodeficiency virus (HIV) and hepatitis-B virus. The college has created a plan to meet these regulations by identifying a team of employees who, by virtue of their jobs, may become exposed to blood or body-fluid spills that might contain potentially infectious material.

If any member of the college community is present during a situation where there is a blood or body-fluid spill, he or she is to follow these steps. First, do not touch the material. Second, call
Public Safety at ext. 1111. Finally, assist the injured individual in administering self-care. Common sense dictates that if the injured person is unconscious and unable to hold pressure on a wound, assistance would be appropriate.

The college’s Blood-borne Pathogens Exposure-control Plan is available to all employees. The procedure for handling blood or body fluid spills can be found on the Department of Public Safety website or on the Environmental Health and Safety webpage.

**Personnel Files**

The college maintains personnel files on each employee. These files contain documentation regarding aspects of the employee’s tenure with the college, such as performance appraisals, insurance forms, disciplinary warning notices and letters of commendation. The college requests written authorization from employees for release of information concerning salary. Outside agencies such as police departments, governmental agencies, through subpoena or summons, will be given information in compliance with local, state and federal law. Current employees may review their personnel files by calling Human Resource Services and making an appointment.

**Keeping Human Resource Services Informed**

Employees should inform Human Resource Services of any changes that may affect their employment, pay or benefit status. For example, an employee should inform Human Resource Services about changes in their name, address, marital status or withholding-exemption number.

**Performance Evaluations**

Performance evaluations are an integral part of the college’s processes. These evaluations serve several important functions, including:

- helping employees understand the major tasks of their jobs and the standards they are to meet in carrying out those jobs;
- providing objective, consistent and fair basis for determining the effectiveness of employee performance; and
- providing one source of information for making decisions such as salary adjustments, promotions and transfers.

Performance discussions offer opportunities for increasing awareness about an employee’s job, improving performance, increasing job satisfaction and gaining recognition. For managers, effective use of performance appraisals can produce clearer expectations for their employees’ performance. The college also benefits from an overall improvement in work performance, more efficient use of college resources and, most importantly, better services to students. Normally, the discussions and written evaluations are conducted at least once a year. They also are done after an employee’s introductory period, as outlined in that section.
However, supervisors may hold as many discussions and provide as many written evaluations during the year as they find appropriate. At least annually, each employee’s supervisor will complete a Performance Appraisal form and will review it with the employee before sending it to Human Resource Services. These results, along with other information about an employee’s performance and that of his or her colleagues throughout the college, will be taken into account, along with other relevant information, when the college considers such issues as promotions, transfers, retention and the annual salary-review process.

Recognition for Service

The college appreciates the loyalty and service of its employees and expresses its thanks at a recognition luncheon each year. Support-staff employee, who has been with the college for five years or for multiples of five years, are given an award that recognizes the length of their service and the importance of such service to the Dickinson community. The college also has a Seniors of Old Bellaire group for any full-time college employee with 25 or more years of service. Service dates are based on the fiscal year (July 1).

Requests for References

For employee protection and that of the college, there are certain guidelines that employees should follow in writing or providing written or verbal references for others. If a co-worker personally asks an employee to write a recommendation, the employee should tell the person that they will provide a personal reference but that it cannot be on Dickinson College letterhead. If they want an official Dickinson College reference, refer them to Human Resource Services. Note: all requests for information about an employee or former employee of the college from someone other than the person on whom the reference is being given must be referred to Human Resource Services for action.

Security and Inspection

Dickinson-owned property is subject to inspection at any time, including lockers, desks, computer storage devices and any other Dickinson property.
VII. POLICIES*

(PLEASE NOTE: A complete listing of ALL Dickinson campus policies may be found in the Campus Policy Manual located on the GATEWAY)

Animals in Buildings

Other than service animals, for reasons of public health and out of respect for those who clean the buildings, Dickinson policy does not permit pets in any campus building—academic, administrative or residence hall.

Background Checks

as of October 2 2013

Purpose
To provide guidelines for conducting mandatory background checks for employees and volunteers.

General Policy
A background check is required for all new full-time, part-time and casual employees. A background check also may be required by a division or department for incumbent employees moving by promotion1, transfer, or demotion into position that requires a background check because of legal or regulatory requirements or to better evaluate whether an employee can safely and effectively perform new job duties. The background check shall be completed after a conditional offer of employment has been conveyed and accepted by the applicant and shall include the following:

- Criminal conviction history
- National Sex Offender Registry check
- Employment verification
- Academic credential verification
- Social Security Number verification, and
- Social Security Number trace

The background check may also include credit history, motor vehicle records, professional license and/or certification verification or other job-related information. If a background check is not completed before a new hire begins work, the employment shall commence as employment conditional upon a satisfactory report. If the background check is not completed within thirty (30) days of the employee beginning work, the condition on employment shall be lifted.

1 For purposes of this policy, “promotion” is not intended to include promotions within the faculty ranks of assistant, associate and full professor.
• **Minors.** Background checks for new employees under the age of 18 may be more limited in scope than background checks for new employees 18 years of age and older. Currently, background checks for minors include reference verification and National Sex Offender Registry checks only. However, employees under the age of 18 who will be working with vulnerable populations (children, elderly, persons with disabilities, etc.), are subject to full background checks under this policy.

• **Volunteers.** College volunteers for positions dealing with vulnerable populations (children, elderly, persons with disabilities, etc.) or who may have access to sensitive personal or financial information are subject to this policy. The division using the volunteers’ services is responsible for compliance with this policy, including completion of the background check.

**Use of Criminal Background Information.** Records of arrest will not be considered in determining suitability for employment. The existence of a criminal conviction does not preclude employment. Dickinson will consider the relevance of the criminal history of the individual being hired to the position being filled. The nature and seriousness of the offense, the circumstances surrounding it, the nature of the position, and the length of time since the conviction will be considered on a case-by-case basis. Hiring an applicant when the background investigation yields unsatisfactory results must be approved in writing by the Provost or Vice President of the division.

If a current employee’s background check information precludes the employee from being hired into a new position, the employee typically will remain in his/her former position. However, if the employee’s background check information reveals that the employee is not qualified or casts doubt on his/her ability to safely perform the former job duties, the employee may be precluded from returning to his/her former position and may apply for a vacant position for which he/she is qualified.

Information obtained in a background check will be compared with information provided by the applicant. An applicant who provides false, incomplete, or misleading information on a profile, resume, application form or in an interview will be immediately eliminated from further consideration for employment. An employee who provides false, incomplete, or misleading information during the application or interview process may be subject to corrective action up to and including termination of employment.

If the background check reveals potentially exclusionary information, the candidate or employee will be provided with a copy of the background report and have an opportunity to explain or dispute the accuracy of the information obtained in the background check (including criminal records) before any adverse action is taken. The applicant or employee shall also be provided with a description in writing of the rights of the applicant or employee under the Fair Credit Reporting Act and any other notices required by applicable law. A dispute will not necessarily impact the hiring decision.

After providing the applicant or employee with the pre-adverse action disclosure and after the applicant or employee has had reasonable time to dispute the information in the report, the College will, if intending to take adverse action, send the applicant or employee a follow-up
notification that the College is taking adverse action (e.g., denying employment or promotion) based in whole or in part on the information contained in the report.

An applicant denied employment based on unsatisfactory results of the background check report, who believes his or her background information is incorrect as reported by the agency, may contact the agency or other entities to provide correct information. The application is ineligible for hire to the position unless the official records confirm the correction to the information.

If Dickinson decides to take an adverse employment action because of information in the background report received from the agency, the college will provide the employee with an adverse action letter informing the employee of his/her rights as required by law.

Protection of Information

Upon completion of the background check, the agency conducting the investigation will provide Human Resource Services with a complete report. To ensure confidentiality of applicant information, Human Resource Services will communicate with the Provost or appropriate hiring supervisor, and confirm whether the applicant is eligible for employment in the position. Data and information collected as part of the background check report shall be used for the purpose of evaluation the applicant for employment unless otherwise permitted or required by law. Human Resource Services shall maintain data collected as part of the process in separate confidential files. Any employee who is responsible for an unauthorized disclosure of information collected under this policy shall be subject to corrective action up to and including termination of employment.

Credit History Check

A satisfactory credit history may only be required when it is a bona fide occupational requirement of the position and as allowed by law. The job must include one or more of the following:

- Management responsibility for setting the direction or control of a department or division;
- Access to sensitive information that a student authorized the college to obtain, process, and keep to which employee access is generally limited;
- Access to financial information that is non-public and related to the overall financial direction of the college, confidential information that is stored in secure repositories, including electronic repositories, not accessible to the public;
- Custody of or unsupervised access to cash or marketable assets, which means college property that is specially safeguarded from the public and to which access is only entrusted to managers and select other employees (does not include fixtures, furnishings, or equipment of the college; or
- Signatory power over business assets over $100 or more per transaction.
Definitions

- "Criminal Felony and Misdemeanor" This search is conducted on county level based on current resident address or other known addresses revealed by the social security trace, or by a la carte entry. Felony crimes are serious crimes such as aggravated assault, sexual assault, arson, burglary, rape, robbery, murder, illegal drug use/sales, etc. Misdemeanor crimes are considered lesser criminal acts and may include convictions for petty theft, public intoxication, trespassing, vandalism, drug possession, etc.
- "Educational Verification" Verifying educational credentials to include high school diploma, GED’s degrees, credentials, major area of study, institution and dates received cited by the candidate that qualify the individual for the position sought.
- "Employee Credit" Typically ordered when a selected applicant or employee has potential access to monies, involvement in financial transactions and/or financial management responsibilities. This information may be obtained from Public Records, Collections, Trade Accounts, Satisfactory/Unsatisfactory Accounts and inquiries. (Federal laws prohibit discrimination against an applicant or employee as a result of bankruptcy.)
- "Employment Verification" Verifying/confirming the applicant or employee’s work history during a period of at least seven (7) years immediately preceding application at Dickinson College. This verification should include dates of employment, verification of last position held and when permitted salary.
- "Motor Vehicle Report (MVR)" Checks motor vehicle records and reveals violations, suspensions and revocations as well as the type of license and restrictions that have been issued.
- "National Sex Offender Registry Check" Accesses the US Department of Justice’s sex offender database verifying the selected applicant or employee does not have undisclosed convictions of certain sex and violent crimes.
- “Social Security Number Trace” - returns an applicant’s history of addresses. This information is typically used to assist with criminal searches.

Children in the Workplace

The presence of young children in the workplace on a regular basis can cause difficulty and awkwardness for co-workers and other members of the campus community. While an occasional emergency may arise when a parent would have to bring a child to work for a limited period of time, the college does not expect this to occur on a regular basis, especially given the concern for possible injuries and accidents to the children and for the college’s responsibility in the event of an accident or injury.
College Emergency Close-Down or Delay Policy
*as of September 11 2013*

Dickinson College is a residential institution, and offices and services will remain open and available to students, even during inclement weather. The college will not close down due to inclement weather except under extreme emergency situations, i.e. the Governor declaring a state of emergency which includes a travel ban or restriction. Certain weather situations may result in a delayed opening to allow Facilities Management personnel the opportunity to clear parking lots and walkways of debris. Occasionally, when conditions warrant, the college also may have an early closing. Information about such closings will be sent by telephone and email to all offices, but Red Alert may also be utilized.

In the event of inclement weather, regardless of whether the college is delayed, please use good judgment when commuting to work. If an employee is not able to arrive at their regular start time safely due to weather conditions, they should immediately inform their supervisor. Supervisors will be flexible and understanding. Supervisors should keep a list of home telephone numbers for their staff so they can contact their employees as necessary.

**Notification**

Should inclement weather, power failure or other emergencies make it necessary to delay the opening of offices or services or require an early closing, an announcement will be made through Red Alert and over the following radio and TV stations:

- WGAL TV 8
- WHP TV 21
- WHTM TV 27
- WITF TV 33
- WHP 580 AM
- WHYL AM/FM
- WIMX 1460 AM
- W100 100 AM
- WNNK 104 FM
- WROZ 101.3 FM
- WRVV 97.3 FM
- WITF 89.5 FM

**Red Alert**

The college issues Timely Warnings and Emergency Notifications through its Red Alert mass notification system. Red Alert enables college emergency response team members to communicate with students, staff, and faculty in minutes by sending a message via a number of contact methods—including email, text messaging, and cell phones. Red Alert is only used for emergencies, crises and reports of serious crime where a situation exists which potentially constitutes an ongoing or immediate danger. This is a free service to members of the Dickinson College community.

The success of this service relies on you to provide accurate contact information. To receive emergency alerts from Dickinson Red Alert, please sign up by following these instructions:

1. Log into the Dickinson Gateway on the web at http://gateway.dickinson.edu/
2. Follow the instructions in the Dickinson Red Alert channel, follow the link
Please register as soon as possible. Having your latest contact information in our notification system is the only way to ensure that we can quickly communicate with you in an emergency.

**Emergency Personnel**

When the college is delayed or closed, only those employees identified as part of the emergency response team or those designated as “emergency response personnel” will work. For safety reasons, all employees not part of the emergency response team must leave at the designated close down time or not report in the event of a close down or delay.

The emergency response team and “emergency response personnel” includes certain staff in Facilities Management, Public Safety, Student Development (when students are present on campus), Dining Services (when students are present on campus); Media Relations, Senior Administrators, and the Dickinson College Children’s Center (in the case of early closure). Those staff members considered part of the emergency response team or “emergency response personnel” are determined in consultation between the emergency response team, respective division heads, and senior administration. Supervisors are responsible for discussing with “emergency response personnel” their expectations and responsibilities for work during a delay or close down.

**Compensation**

If employees are not able to arrive at their regular start time safely due to weather conditions, supervisors will be flexible and understanding. In many instances supervisors can arrange for employees to make up that time during the same pay period (“Flex Time”) without employees having to use an emergency day or vacation time. If the use of “Flex Time” is authorized during a specific emergency, this information will be included in the delay or closure notification.

When support-staff employees are required to work during a designated emergency, they will be compensated at an overtime rate of two-times regular pay for the additional hours worked during an emergency close down time. They also will receive an additional amount of time off equal to the actual hours worked during the emergency at a time mutually agreed upon by the employee and the supervisor. They will be compensated at their regular pay rates. Rescheduled time must be used during the current fiscal year. In extraordinary circumstances, individuals not able to take this rescheduled time will be compensated after approval from the division head.

When an emergency arises during the workday and all employees, except those designated as emergency response team or “emergency response personnel”, are required to leave early, those departing personnel will be paid for a full day’s work. A day’s work is defined as the normally scheduled work shift within a 24-hour period (midnight to midnight or 11 p.m. to 11 p.m.).

If a support-staff employee is asked by the supervisor (with approval from the respective division head) to stay during a close down situation because of critical business needs, and he or she agrees to do so, the employee will be compensated as other emergency response team or “emergency response personnel”, even though the employee is not part of the emergency response team. If this occurs, the employee is to indicate on the Change of Work Schedule Sheet those hours worked during the
emergency situation. A signature from the employee’s supervisor is required to ensure the hours are paid appropriately.

Finally, should there be inclement weather that does not cause the college to delay its work schedule but prevents employees from reaching work, they may use an emergency day. Each support-staff employee is given one emergency day per fiscal year which, if used, is charged against the employee’s sick leave. The emergency pay time may be used in less than full-day increments, the same as sick leave.

If several storms occur during the year and an employee’s emergency day has been used, then a floating holiday or vacation day may be used; otherwise, the absence will be without pay. When possible, supervisors should give employees the option to make up any missed time. Employees who plan or call in to use a vacation or floating holiday must use that designated paid time even if the college delays, closes or dismisses early.

**Red Alert**

The college issues Timely Warnings and Emergency Notifications through its Red Alert mass notification system. Red Alert enables college emergency response team members to communicate with students, staff, and faculty in minutes by sending a message via a number of contact methods—including email, text messaging, and cell phones. Red Alert is only used for emergencies, crises and reports of serious crime where a situation exists which potentially constitutes an ongoing or immediate danger. This is a free service to members of the Dickinson College community.

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2. Follow the instructions in the Dickinson Red Alert channel, follow the link

Please register as soon as possible. Having your latest contact information in our notification system is the only way to ensure that we can quickly communicate with you in an emergency. If you have problems or questions about Red Alert please contact Public Safety for assistance.

**Complaints and Grievances**

Dickinson College seeks for its employees a work environment that provides for the full and satisfying performance of their duties. However, the college also recognizes that there may be occasions in which work-related problems arise that cannot be resolved in the normal day-to-day interaction with peers and supervisors.
Employees who believe that laws or college policies have been inappropriately applied to them, or who encounter situations in which they have work-related problems with other employees or visitors that require intervention by the college, or in which they have problems with the work setting itself that have not been resolved, may use these procedures. The college encourages employees to seek answers to work-related questions and concerns. Certain matters, specifically limitations included in the college benefits, job classifications, compensation and non-work-related issues or concerns are not subject to procedures beyond general inquiry. Harassment on the basis of any protected characteristic also is strictly prohibited. Harassment is verbal or physical conduct that shows hostility or aversion that creates an intimidating, hostile or offensive work environment for an individual because of race, color, religion, national origin, sex, disability, religion, age, veteran status, gender identity or expression, sexual orientation or any other legally protected trait.

As a first step, an employee is encouraged to direct a particular work-related problem or query to another appropriate department administrator, for example a second-level supervisor or the senior officer for his or her division. Alternatively, an employee may contact Human Resource Services, which will attempt to answer questions and advise the employee on how to resolve problems in the most appropriate and timely manner. Employees also may discuss these problems or concerns with a member of the college’s EAP program if they wish to discuss the issues confidentially with someone outside the college. The college encourages early discussion of problems and concerns in an effort to resolve them before they become more serious. To the extent possible, such communication with employees is confidential; however, there are certain issues, for example those involving claims of sexual harassment, in which the law specifically requires investigations that cannot guarantee confidentiality.

If an employee has a concern that he or she feels will not be adequately addressed through the informal complaint procedure, the employee may file a formal complaint. The complaint must be in writing and submitted to the employee’s supervisor and Human Resource Services. If the employee wishes to appeal the initial determination, he or she may appeal in writing to the appropriate dean, vice president, department chairperson or director. The employee then may appeal the decision to the vice president of Human Resource Services. The decision of the vice president of Human Resource Services is deemed the final decision of the college. No further appeals may be taken.

**Dress Code and Uniforms**

Dress code for each employee will be based on the specific position that person holds. An employee who is not required to wear a uniform should use his or her best judgment in determining what attire is appropriate given the position. For example, most instances of interactions with vendors, visitors or clients require more formal business attire. On occasions when employees will be working on campus and will not have to meet with vendors, visitors or clients, appropriate business-casual attire may be acceptable. If an employee is unsure about appropriate attire, he or she should check with the supervisor.

Many positions, such as those in Dining Services, Facilities Management or Public Safety require uniforms to be worn during work time. If employees are required to wear a uniform, they
will be provided with the uniform by the college or given an annual allowance to purchase uniforms for use when they are on duty. Uniforms worn by Facilities Management and Public Safety employees must be returned to their department heads when their employment is terminated or when they move to positions that do not require the uniform. Because of concern for employee personal safety, the college prohibits the wearing of open-toed shoes or sandals by all uniformed staff members.

**Drug and Alcohol Policy**

As a condition for receiving federal funds or any other form of federal financial assistance, all institutions of higher education must implement a drug and alcohol policy that complies with applicable federal, state and local drug and alcohol laws. The law requires institutions to implement a program that will prevent the unlawful manufacturing, dispensing, possession, use or distribution of illicit drugs and alcohol by students and employees. Dickinson College has programs and policies in place to support a drug-free environment. One may obtain a complete copy of Dickinson’s Drug and Alcohol Policy by contacting Human Resource Services. Any violation of these policies or of local, state or federal laws regarding illicit drugs or alcohol will result in appropriate disciplinary action. In addition to college sanctions, the college will cooperate fully with law enforcement agencies as appropriate. If a person has concerns about drug or alcohol use—their own or others—they may want to consult with the college’s EAP counselors.

**Firearms and Weapons Policy**

*as of September 5 2007*

Dickinson College is committed to maintaining a safe and secure environment in which to conduct educational activities and house its students. This policy is one step towards reducing the risk of injury or death associated with intentional or accidental use of weapons.

*Policy Statement*

All members of the College community, including faculty, staff, and students, as well as visitors to Dickinson College, are prohibited from possessing firearms, explosives or weapons (hereafter collectively referred to as “weapons”) on the premises of the College or in any building under College control or at any College-sponsored event without the explicit authorization of Dickinson College, whether or not a federal or state license to possess the same has been issued to the possessor.

It is prohibited to possess weapons on property owned or controlled by Dickinson College or at any College-sponsored event without the explicit authorization of the College, whether or not a federal or state license to possess the same has been issued to the possessor. The only exceptions to this policy are as follows:

1. Commissioned law enforcement officers to the extent they are legally permitted to possess weapons in the Commonwealth of Pennsylvania, Carlisle Borough;
2. Persons in the military in performance of their official duties to the extent they are legally permitted to possess weapons in the Commonwealth of Pennsylvania, Carlisle Borough;

3. Faculty or staff legally permitted to possess weapons in the Commonwealth of Pennsylvania, Carlisle Borough, may do so on College property only to the extent that such possession in necessary as part of an academic or research activity. Such use must have received prior written approval by the Chief, Department of Public Safety; and

4. College sanctioned groups or events where a particular weapon(s) is a required part of the curriculum or activity, i.e. martial arts classes/clubs; fencing classes/clubs; theatrical events, etc. Such use must have received prior written approval by the Chief, Department of Public Safety.

Anyone possessing a weapon other than those in the exception categories will be asked to remove them from the campus or event immediately. They may also be subject to arrest and/or disciplinary action as discussed below. Exceptions to this policy may be requested in writing to the Chief, Department of Public Safety. The Chief will review the request with the Vice President for Campus Operations and General Counsel. Only under the most unusual circumstance would an exception be granted. Questions about the applicability of this policy to specific items may also be directed to the Chief, Department of Public Safety.

Any student, faculty or staff member violating this policy shall be subject to the disciplinary policies and procedures applicable to students, faculty or staff. Additionally, possession of unlicensed firearms or weapons may lead to criminal prosecution by the appropriate jurisdiction.

Definitions

**Firearm:** Any device that shoots a bullet, pellet, flare, tranquilizer, spear dart, paintball or other projectile, whether loaded or unloaded, including those powered by CO2. This includes, but is not limited to, guns, air guns, dart guns, pistols, revolvers, rifles, cannons, etc, and any ammunition for any such device.

**Weapon:** Any device that is designed to or traditionally used to inflict harm. This includes, but is not limited to: 1) firearms, slingshots, switchblades, daggers, blackjacks, brass knuckles, bows and arrows, hand grenades, hunting knives, nun-chucks, throwing stars, etc.; 2) any object that could be reasonably construed as a weapon; or 3) any object legally controlled as a weapon or treated as a weapon under the laws of the Commonwealth of Pennsylvania.

**Explosives:** Any chemical compound or mechanical mixture that contains any oxidizing and combustible units, or other ingredients, in such proportion, quantities or packing that an ignition by fire, friction, concussion, percussion, or detonator, or any part of the compound or mixture, may cause a sudden generation of highly heated gases that results in gaseous pressures capable of producing destructive efforts on contiguous objects or of destroying life or limb. This includes, but is not limited to, firecrackers, black powder, dynamite, etc. as well as detonating devices such as detonators, blasting caps, timers, incendiary wire and the like.
Environmental Policy

Dickinson College takes seriously the need to be environmentally responsible. All Dickinson employees are requested to do their parts to help reduce the college’s waste. Below are some suggestions of things that employees can do to help reduce the amount of waste produced by the college.

Reduce and Reuse

- Use half sheets of paper for memos and letters when appropriate.
- Print lengthy memos and reports on two sides of one sheet rather than on two sheets.
- Do not use mass mailings unless absolutely necessary.
- Be accurate when submitting a printing request. For example, if 900 copies are needed, do not round up and order 1,000.
- Turn off lights and appliances when not in use.
- Use washable ceramic mugs instead of paper or plastic ones.
- Reuse manila folders and envelopes.
- Use technological advances such as electronic mail and voice mail.
- Recycle printer toner cartridges.
- Report leaks and heating or cooling problems to Facilities Management immediately.

Recycle

Recycling bins are located throughout administrative offices and around campus to recycle all paper, newspaper and magazines. There also are bins only for aluminum cans throughout campus.

When we reduce, reuse and recycle our physical resources, everyone wins.

Nepotism Policy

Applicants or current employees may not be hired for positions in which they would supervise or be subject to supervision by a relative. A relative is defined as a member of the employee’s immediate family and includes spouse, parents, children, grandparents, siblings, grandchildren, brothers-in-law, sisters-in-law, daughters-in-law, mothers-in-law, fathers-in-law and legal guardians or other persons who stand in place of a parent.

Progressive Counseling Policy

It is the policy of the college to establish and maintain appropriate conduct, procedures, rules and regulations that will promote effective operation in the interest of the college and its employees. This policy in no way alters the at-will employment relationship between the college and its employees, which means that the employment relationship may be terminated by either party for any reason and at any time, with or without cause.
Depending upon the facts and circumstances involved in each situation, the college, at its discretion, may begin constructive actions at any step and may skip steps as needed. Likewise, the use of progressive discipline before discharge is left to the discretion of the college and may not be appropriate in every situation. In general, the following actions may occur:

**Verbal Warning.** Minor infractions and rule violations may result in the issuance of a verbal warning.

**Written Warning.** Formal documentation regarding the infraction/violation and expected corrected or improved behavior will be provided in the form of a written warning.

**Suspension.** Should events compel the college to take immediate action when discharge appears possible, the college may immediately suspend the employee for a specific period of time. Normally, this period will not be for longer than three days, but in certain situations and due to the complexity or seriousness of the investigation, the suspension may be longer. The suspension may be with or without pay, and the employee will be required to leave the premises immediately. Upon investigation, the suspension may lead to discharge.

**Discharge.** The college maintains that certain activities are so harmful to the successful operation of the college that anyone involved in them will be subject to discharge. In situations involving major infractions, continued failure to respond appropriately to prior counseling, or continued negative or inappropriate behavior, discharge may be the appropriate recourse.

**Sexual Misconduct Policy**

The College is committed to providing a safe and nondiscriminatory environment for all students and employees. The College does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, gender identity or expression, sexual orientation, or any other protected class.

The College reaffirms its long-standing philosophy and principles of non-discrimination, non-harassment, and non-retaliation for protected characteristics for all members of the College community. The College’s Sexual Misconduct Policy addresses discrimination on the basis of sex. A link to this policy may be found on the Dickinson Gateway at: [http://www.dickinson.edu/uploadedFiles/about/offices/general_council/Sexual%20Harassment%20and%20Misconduct%20Policy.pdf](http://www.dickinson.edu/uploadedFiles/about/offices/general_council/Sexual%20Harassment%20and%20Misconduct%20Policy.pdf)

For all other forms of discrimination, please see *Other Forms of Discriminatory Harassment* and *Eliminating All Forms of Discriminatory Harassment*.

**Other Forms of Discriminatory Harassment**

Harassment based upon race, color, religion, national origin, sex, disability, religion, age, veteran status, gender identity or expression, sexual orientation or any other protected class is strictly prohibited. These characteristics are personal in nature and are protected under federal and state laws.
The college prohibits all forms of harassing conduct based upon these protected characteristics. No employee should be subjected to harassment or discriminated against because he or she is a member of a certain group.

Certain conduct that may constitute discriminatory harassment includes, but is not limited to: preferential or derogatory treatment based upon protected characteristics; using insulting or degrading language that would reasonably offend members of a given race, color, religion, national origin, sex, disability, religion, age, veteran status, gender identity or expression, sexual orientation or any other protected group; distributing or displaying any written or graphic materials that would be offensive to members of any protected group; and using racial, religious, or ethnic epithets.

The college is committed to eliminating all forms of discriminatory harassment from the workplace. While, some discriminatory stereotypes and prejudices unfortunately still exist in our society, no supervisor, manager or employee may express or act upon such unacceptable feelings and beliefs in the workplace or while conducting business. Any employee, supervisor or manager who commits or condones discriminatory harassment will be subject to disciplinary action, up to and including termination of employment.

Eliminating All Forms of Discriminatory Harassment

The college will take all reasonable measures to ensure that employees are provided with a working environment free from all forms of discriminatory harassment (sexual harassment and other forms of discriminatory harassment). As part of this commitment, the college will act promptly and appropriately upon any information that it obtains that indicates that any discriminatory harassment has taken place. Discriminatory harassment is not appropriate in the workplace and every effort will be made to eliminate it.

All of our employees, supervisors and managers play an extremely important role in our efforts to eliminate discriminatory harassment from our workplace. They must be the college’s eyes and ears. It is absolutely necessary that all employees inform the college immediately if they experience or observe any discriminatory harassment.

In order to make sure that all employees are able to report any discriminatory harassment that they experience or observe to an individual with whom they are comfortable making such a report, the college has established a reporting system that offers all employees a choice concerning the avenue for making such a report. All employees may report discriminatory harassment to any of the following college representatives:

1. employee’s supervisor
2. Director of Human Resource Services
3. Dean of Students.

When making a report of discriminatory harassment, it is important that the employee provide as much information as possible, including the details of the alleged harassing conduct, any physical evidence of the harassment that may exist and the names of all employees involved in the harassment, any other employees who may have experienced similar harassment and any
individuals who observed or witnessed the harassment. The college will protect the confidentiality of the information provided to the extent possible consistent with the obligation to conduct a thorough and appropriate investigation. In certain circumstances, however, the investigation may disclose the identity of those employees who claim to have been harassed and the other employees involved. The college will not permit any retaliation against an employee who has made a complaint or report of harassment. No employee will suffer any adverse job related consequences as a result of having assisted the college by bringing harassment to its attention. Employees who believe they have been retaliated against in violation of this policy should report the situation to an appropriate management representative immediately. Any individual who is found to have retaliated against any employee in violation of this policy will be subject to appropriate disciplinary action, up to and including termination.

Prompt and appropriate action will be taken pending an investigation to ensure that any discriminatory harassment that might exist does not continue. If the investigation indicates that discriminatory harassment may have occurred, the college will take prompt and appropriate remedial measures to bring the harassment to an end.

Any employee, supervisor or manager who is found to have committed or condoned discriminatory harassment will be subject to appropriate disciplinary action, up to and including termination. The employee(s) involved will be informed of the action taken. Following the resolution of any complaint, the employee(s) should continue to keep the college informed if the harassment persists. The college takes discriminatory harassment extremely seriously and asks that all employees, supervisors and managers play their respective roles in eliminating discriminatory harassment from workplaces.

**Flexible Scheduling**

The college allows all support staff and administrators of the college to develop flexible schedules that meet the needs of the department and the individual. Flexible scheduling is in effect the day after Commencement through the day before Student Orientation. All flexible work schedules must be approved by the employee’s supervisor and department head in advance of actually working the schedule. Flexible schedules may not be established that exceed the total hours budgeted. Employees may not establish flexible schedules that include working more than 40 hours in a single seven-day workweek. For example, employees may not set up schedules that include working 45 hours in one workweek and 35 hours in the next workweek to make up a full 80-hour pay period.

Examples of the types of schedules that may be considered at the request of the employee and approved at the discretion of the supervisor and department head include:

- Full-time employees who normally work seven hours a day, five days a week, a 35-hour workweek (70-hour two-week pay period), may work a combination of predetermined seven-, eight-, nine- and 10-hour days that equal 70 hours of work over the two-week pay period, which permits the employee to take off one day each week or one day every two weeks. Remember, though, that the total hours worked in any one week cannot exceed 40.
• Full-time employees who normally work eight hours a day, five days a week (a 40-hour workweek) may work four 10-hour days and take the fifth day off. Or a schedule might be set up, for example, so the employee works a combination of hours that permit the employee to take off every Friday at noon or some other predetermined day at noon.
• Any other schedule that supervisors and department heads agree to that does not exceed the budgeted work hours, that does not exceed working 40 hours in any one seven-day workweek and that is appropriate and reasonable, is acceptable.

Whistleblower Policy
as of September 12 2011

Dickinson College (the “College”) requires all employees to conduct the business of the College in an ethical, honest and legal manner. It is the policy of the College to comply with all applicable federal, state and local laws in the conduct of College business. The purpose of this policy is to establish a procedure for College employees and students to report illegal or dishonest activity or other misconduct involving the College's financial or business affairs (hereafter referred to as "misconduct.").

Such misconduct may involve an employee, board member, volunteer or outside persons or firms doing business with the College. Examples of misconduct, include but are not limited to, violations of federal, state or local laws, billing for services not performed, theft or inappropriate use of College funds or property, fraudulent financial reporting or other misconduct involving the College's financial or business affairs.

Employee Reporting Process

If an employee or student has knowledge of or concern about misconduct, even if the misconduct involves the President or another member of the Senior Administrative staff, the employee should report his/her complaint to the General Counsel. Students may report complaints of misconduct to either the General Counsel or to the Dean of Students who will forward any complaints to General Counsel. Contact information for the General Counsel is as follows:

General Counsel
Dickinson College
P.O. Box 1773
Carlisle, PA 17013
telephone 717-245-1146

Any complaint of misconduct involving the General Counsel should be reported to the College’s Vice President for Human Resource Services. Contact information for the Vice President for Human Resource Services is as follows:

Vice President for Human Resource Services
Dickinson College
P.O. Box 1773
Complaints of misconduct may be oral or written. No particular format is necessary. However, all complaints should include as much information as possible to permit a thorough and complete evaluation of it. This includes material evidence, names of persons able to corroborate the accusation, if possible, and how to contact the complainant to assure anonymity, if anonymity is desired. The recipient of a complaint is responsible for ensuring that all information regarding the complaint is properly recorded and thus becomes the formal record of the complaint. A copy of any written complaint will be provided to the complainant for confirmation of accuracy. (Note: Anonymity or an orally-registered complaint may hinder the ability of the College to investigate the matter in a timely and effective manner.)

Investigation and Role of the President

Unless against the President, notice of all complaints received under this policy will be promptly submitted by the General Counsel (or the Vice President for Human Resource Services if the complaint involves the General Counsel) to the President, who is responsible for overseeing the investigation and coordinating corrective actions. The General Counsel (or the Vice President for Human Resource Services if the complaint involves the General Counsel) will determine the level of investigation the complaint warrants and shall perform the investigation. He or she is responsible for determining if the facts support or do not support the complaint and of advising the President. The President or his or her designee will provide a written explanation of the decision to the employee who made the complaint.

The President or his or her designee is required to report to the Committee on Finance, Budget and Audit of the College’s Board of Trustees, regarding compliance with this policy.

For a complaint involving the President, the Chair of the College’s Board of Trustees will fill the role of the President and perform the responsibilities identified in the preceding paragraphs.

A person who believes that his or her report of illegal or dishonest activities or other misconduct involving the College’s business or financial affairs is not receiving appropriate attention by the President may contact the Chair of the Board of Trustees.

Employee Responsibility

An employee (whistleblower) who makes a complaint must exercise sound judgment and act without malice and in good faith to avoid baseless allegations or frivolous complaints. The whistleblower is not responsible, nor is the whistleblower the appropriate party, for investigating the activity or for determining fault or corrective measures.

Employee Protection

Whistleblower protections are provided in two important areas - confidentiality and protection against adverse action in the form of retaliation.
Insofar as is reasonably possible, the confidentiality of the whistleblower will be maintained. However, at the discretion of the President or the Chair of the Board of Trustees, the whistleblower's identity may have to be disclosed to conduct a thorough investigation or to comply with applicable laws.

The College will not take adverse action against a whistleblower who acts in good faith. Good faith means that a person has reasonable grounds to believe that the reported allegations of misconduct are likely true. Protection from adverse action includes, but is not limited to, protection from employment action such as termination, compensation decreases, poor work assignments and threats of physical harm. For students, it includes, but is not limited to, protection from adverse action with respect to student status, grading of assignments and tests, housing assignments, student employment and threats of physical harm. Any employee whistleblower who believes he/she is being retaliated against should contact the General Counsel or, in the case of perceived retaliation by the President, Chair of the College’s Board of Trustees. Any student whistleblower who believes he/she is being retaliated against should contact the General Counsel or the Dean of Students who will forward any complaints to the General Counsel.

Any employee, however, who does not act in good faith and who knowingly files a false or materially misleading report of misconduct, is not entitled to the protections listed above and is subject to disciplinary action.

**Questions**

Employees and students with questions regarding this policy should contact the General Counsel.

**Sexual Relationships**

Faculty, administrators and others who teach or supervise students should understand the fundamentally asymmetrical nature of their relationships with students. They must not abuse the power inherent in this relationship. Sexual relations—even ostensibly consensual ones—between college employees and students are unprofessional. Such behavior by faculty and other employees is subject to the full range of sanctions available to the college, including dismissal.

**Smoking Policy**

The college promotes a smoke-free environment, and smoking and the use of electronic cigarettes is permitted only in outdoor areas of the campus not within 25 feet of a building. No smoking is allowed in any building on campus. This includes private offices, residence hall rooms and public buildings. The use of electronic cigarettes is also prohibited in buildings on campus. The success of this policy depends upon the thoughtfulness, consideration and
cooperation of smokers and nonsmokers. In all cases, the right of nonsmokers to protect their health will take precedence over a smoker’s desire to smoke.

Protection Of Minors

as of February 7 2012

Purpose
This policy is designed to educate our community members – faculty, staff, and students -- about the state laws and regulations regarding the prevention, identification, and reporting of child abuse. Dickinson College is committed to the protection and safety of minors. While the vast majority of the members of the Dickinson community are adults 18 years of age or older, our community also includes minors less than 18 years of age, both in formal relationship to the College, and more informally, as frequent visitors. For example, minors may be matriculated or prospective students, participants in camp programs, participants in volunteer programs or children in our Children’s Center.

Policy
It is the obligation of every member of the College community to report suspected child abuse as soon as possible as outlined below.

Duty to Report
Every member of the Dickinson Community has a duty to report if he/she has reasonable cause to suspect that a child is a victim of child abuse based on:

1. Information shared with him/her by the child or any other individual; or
2. His/her own observations or knowledge.

The duty to report is triggered by reasonable suspicion or belief. There is no requirement that there be actual evidence of abuse, nor should any individual seek to investigate the matter for him/herself. Any doubt as to whether or not to report should be resolved in favor or making the report to ensure that the appropriate professionals in child protective services can assess the report and evaluate the safety of the child.

Procedure
Under this policy, any Dickinson community member suspecting abuse is required to bring all suspicions or beliefs to the immediate attention of the Director of Human Resource Services or to the Chief of Public Safety. These individuals, in turn, have the obligation to insure that appropriate authorities are notified and appropriate investigations are initiated.

Failure by any member of the Dickinson community to report information related to suspected child abuse as soon as possible to the designated officials will result in discipline up to and including termination for employees and dismissal for students. Failure of these officials to initiate timely notice and timely and appropriate investigation will result in discipline up to and including termination.
**Definition of Child Abuse**

A child is defined as anyone under the age of 18. Child abuse includes any of the following:

1. **Physical abuse:** Any act or failure to act within the past two years which causes non-accidental serious physical injury to a child;
2. **Sexual abuse:** Any act or failure to act at any time in the past which causes non-accidental sexual abuse or sexual exploitation of a child, including sexual acts with a child, simulation of sexual acts with a child, or visual depiction of such acts.
3. **Emotional abuse:** Any act or failure to act at any time in the past which causes non-accidental serious mental injury to a child;
4. **Imminent risk of physical injury or sexual abuse:** Any act or failure to act or series of such acts or failures to act within the past two years which creates an imminent risk of serious physical injury or sexual abuse to a child; and,
5. **Serious physical neglect:** Prolonged or repeated lack of supervision, or the failure to provide essentials of life.

Child abuse may be committed by any individual, including an employee, volunteer, parent, caregiver or other party in the child’s life. The duty to report exists regardless of whether or not the suspected perpetrator is a member of the Dickinson community and regardless of the specific role he/she occupies in the child’s life.

**Permission to Report**

In addition to the duty to report as described, state law permits any individual to report suspected abuse directly to child protective services. In Pennsylvania, reports of suspected abuse can be made to Child Line at 1-800-932-0313. Consistent with this policy, however, it is expected that notice of this report will also be shared with the Director of Human Resource Services and/or the Chief of Public Safety.

**Consequences of Abuse**

The employment of any college employee who is convicted of a charge related to abuse of a minor will be terminated, whether the abuse occurred on or off campus. Any employee against whom a credible allegation of child abuse has been made as determined by a preponderance of the evidence, on or off campus, is subject to College discipline up to and including termination. Any Dickinson student who is convicted of a charge related to abuse of a minor will be expelled from the College, whether the abuse occurred on or off campus. Any Dickinson student against whom a credible accusation has been made as determined by a preponderance of the evidence, on or off campus, is subject to discipline up to and including expulsion.

*Denotes benefits, services and policies available to part-time employees.*